

Arrowhead Library System  
Personnel Committee Meeting  
August 2, 2012

### Minutes

Chair Rich Bostwick called the meeting to order at 5:06 PM

**Present:** Rich Bostwick, Eloise Eager, Doreen Dallman, Kristi Howe, Bryan McCormick, and Martha Aasen.

**Guests:** Rock County Human Resources staff Alex Brandenburg

**Approval of the Agenda:** Approval of the agenda was moved by Eager, seconded by Dallman; passed unanimously.

**Approval of the Minutes:** Approval of the minutes of the June 13, 2012 meeting was moved by McCormick, and seconded by Eager; passed unanimously.

#### **New Business:**

##### **a. Determine Interview Strategy**

Comparisons of completed matrix rankings for ALS Director Candidates were discussed. It was determined that the following five (5) candidates would be interviewed; Constance Strait, Robin Flory, Sherry Machones, Steven Platteter, and Nicholas Weber. The interviews are to last approximately 1 hour. Interviews will be conducted at the Rock County Human Resource facility. The first round of interviews will take place on Tuesday, August 14<sup>th</sup> starting at 8:00 a.m. All interviews will be conducted on the same day. The interview times are as follows: 8:00 a.m. / 9:30 a.m. / 11:00 a.m. / 2:00 p.m. / & 3:30 p.m.

It will be determined after Rich speaks with Ruth Ann about funding as to how the interviews will be conducted; over the phone or in person. We are to notify Alex immediately once we have determined the process we will be using. Alex will email the prospective candidates to set up the interviews.

Second interviews will be held on Friday, August 24, 2012. We will be interviewing the top two (2) candidates at this time. An email will be sent to ALS library directors and ALS staff informing them of a meet and greet for the candidates.

**b. Set Next Meeting Date**

All committee members are to choose 15 questions that they would like asked for the interviewing process and have them ready for discussion at our next Personnel Committee meeting which will be held on Wednesday, August 8, 2012 @ the ALS office.

**Other:** There was no other business.

**Adjournment:** Dallman moved adjournment, seconded by Bostwick. Meeting adjourned at 6:09 p.m.

Respectfully submitted;

Martha Aasen  
ALS Office Manager