

Williamson County Public Library
Board of Trustees Director Search Committee
Meeting Minutes

Thursday, March 10, 2022, 9:15 a.m.

Trustees Present: Amy Baggett, Rick Moody, Delois Bratton, JeNan Merrill
Others in Attendance: Karla Roos, Williamson County HR Department

The meeting began at 9:15 a.m. and was held in the administrative conference room.

Each committee member shared his/her “profile” for what is needed in a new library Director. The lists will be compiled into one.

Ms. Merrill shared her conversation with John Grubbs of MTAS (Municipal Technical Advisory Service), a government agency that provides support to departments in local governments. Although the library is part of the Williamson County government and would typically be served by CTAS (County Technical Advisory Service), CTAS does not have an HR department and so MTAS will step in.

Mr. Grubbs had suggested that the committee send a list of what is needed in the director position and then MTAS could help with a job posting. He also discussed having an Assessment Center, a structured way of interviewing candidates with multiple sources of input for review. Mrs. Merrill will contact him again for more information.

There was a brief discussion of search firms, and at this time it was determined not to pursue that option, due to the high cost. The committee will see how this first “round” of applications goes and may decide to look into that later if needed.

Ms. Roos joined the group discussed the county’s job posting process. Applications are submitted through the county HR site, and the requested cover letter and resume will be emailed to HR as well. HR will send any applications they receive to the search committee daily.

Ms. Roos will share HR's suggested interview questions with the committee. She also said that HR could provide funding to bring in one candidate for interviewing. She asked if the former Director had any "perks" such as a cell phone, and the committee will find that out.

Adjournment

The meeting adjourned at 11:10 am.

The next Director Search Committee meeting is planned for Thursday, March 10, at 9:15 a.m. at the Franklin library.

JeNan Merrill, committee member, took these minutes.

JeNan Merrill