

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

Thursday, March 24, 2022, 9:15 a.m.

Trustees Present: Amy Baggett, Rick Moody, Delois Bratton, JeNan Merrill

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

The discussion began with finalizing the posting for the position. Suggestions were made for changes to the HR posting document as well.

Ms. Bratton presented a list of sites for posting the job announcement. HR will post on their site, and staff will post on the WCPL site. Marion Bryant from BRRL will post to TN listserv and PubLib listserv. The committee will post to ALA, TLA, The Williamson County Chamber of Commerce, and to Tennessee colleges that provide an ALA certified MLS degree (Trevecca and UT).

Ms. Bratton and Ms. Merrill shared information from a phone call with John Grubbs from MTAS. It was determined that information about how to set up a structured interview will be the most helpful way to use their services.

Once the job announcement is posted, the next steps will be sorting through the applications using a rubric for scoring, making decisions about the interview process, and thinking ahead to scheduling visits for the top three candidates.

Adjournment

The meeting adjourned at 11:05 am.

The next Director Search Committee meeting is planned for Friday, April 1, at 9:15 a.m. at the Franklin library.

JeNan Merrill, committee member, took these minutes.

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JeNan Merrill