

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

Tuesday, April 12, 2022, 9:45 a.m.

Trustees Present: Delois Bratton, JeNan Merrill, Amy Baggett
Others in attendance: John Grubbs, MTAS (Municipal Technical Advisory Service)

The meeting began at 9:45 a.m., and was held in the administrative conference room.

John Grubbs from MTAS joined the group to go over the steps in the process of a search and how to create structured interview questions. John complimented the committee on the work done so far. He led the committee members in a discussion of priorities, and will send suggested interview questions to the committee within two weeks.

Also suggested was sending a written task to the applicants that the committee is most interested in. This had been mentioned earlier by Marion Bryant from BRRL. The committee decided on the task and it will be sent out on April 22, with responses due on April 29. (If another promising application is received after April 22, the task will be sent right away and the applicant will be given a week to respond.)

Each applicant has received an acknowledgement email from the board email account. One applicant has asked to have his name withdrawn from consideration. HR will be contacted and asked to post the job announcement on *Indeed*, as previously discussed.

A suggested rubric to compare qualifications of applicants was discussed. The committee used this to begin reviewing the 8 applications for the Director position.

Dates for interviews were considered, and will be finalized at the next meeting.

The next Director Search Committee meeting is planned for Thursday, April 21, at 9:15 a.m. at the Franklin library.

JeNan Merrill, committee member, took these minutes.

