

January 5, 2022

PUBLIC NOTICE OF MEETING

Notice is hereby given to all residents of the City of Eau Claire, Wisconsin, and to all persons interested that an open public regular meeting of the Library Director Search and Screen Committee of the Library Board of Trustees for the City of Eau Claire will be held at 12:00 p.m. on Tuesday, January 11, 2022.

There will be considered at such meetings all matters that may properly be considered at a regular meeting of the Library Director Search and Screen Committee of the Library Board of the L.E. Phillips Memorial Public Library. The agenda is attached and comprise a part of this official public notice.

While the Library's meeting rooms remain closed in response to COVID-19, meetings of the Library Board of Trustees are being held virtually through online meeting systems and will be available to the public via Zoom

Topic: Library Director Search and Screen Committee Meeting – L.E. Phillips Memorial Public Library
Time: January 11, 2022, 12:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89420432655?pwd=eGxLT1RYKy9uVIN1Vkx4WVB1cIVPUT09>

Meeting ID: 894 2043 2655

Passcode: 638756

One tap mobile

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Dial by your location

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+1 669 900 6833 US (San Jose)

Meeting ID: 894 2043 2655

Find your local number: <https://us02web.zoom.us/j/89420432655>

This notice is given pursuant to the provisions of Subchapter V of Chapter 19 of the Wisconsin Statutes. In order to accommodate the participation of individuals with special needs at this meeting, the City will provide the services of a sign language interpreter or make other reasonable accommodations on request. To make such a request, please notify the Director's Office at 715-829-2945 at least 2 days prior to the meeting.

Jackie Hagenbucher – Administrative & Purchasing Coordinator



PUBLIC NOTICE

There will be a meeting of the Library Director Search and Screen Committee of the Board of Trustees of the L.E. Phillips Memorial Public Library on

January 11, 2022, 12:00 p.m.
2725 Mall Drive, Eau Claire, Wisconsin (via Zoom)

AGENDA for Search and Screen Committee Meeting

- 1) Member Roll Call
- 2) Review timeline and next steps.
- 3) Make decisions regarding the following:
 - a. The criteria that will be utilized in screening the candidate applications;
 - b. Interview questions;
 - c. Who will be involved in the interview process?
 - i. Will there be multiple panels?
 - ii. Who will sit on those panels?
 - iii. Does the anticipated interview date (2/7/22) work with the panel member's schedule?
 - d. Where will be interviews be held?
 - e. Will the interviews be virtual or in person?
 - f. Will any testing be administered as part of the interview process? (technical skills and/or character/value traits)
 - g. Will any tours of City and/or Library be provided as part of the interview process?
 - h. Will there be a meet and greet with Library Board members and/or the public?
 - i. Will lunch be provided to the candidates? If so, where will the food be ordered from and menu will have to be provided to candidates ahead of time.
 - j. Will a hospitality basket be provided to finalists?
- 4) Questions directly relating to the Library Director recruitment process
- 5) Adjournment

Members: Cheryl Contant, Katherine Cook, Jill Markgraf, Gary Pesicka

Trustees: If you are unable to attend this meeting, please notify the Library Administration Office at 715-829-2945.