

**Bridges Library System Hiring Committee Meeting Minutes  
December 16, 2019**

PRESENT: Linda Ager, Art Biermeier, Howard Pringle, Larry Nelson, Nancy Wilhelm, Jane Barwick, Bruce Gay, Leann Lehner, Betsy Bleck

OTHERS: Connie Meyer, Bridges Library System Director and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Committee Chairperson, called the meeting to order at 3:33 p.m. at the Bridges Library System Office.

Meeting Minutes: A consensus to approve the minutes for the November 6, 2019 Bridges Library System Hiring Committee meeting as presented was made.

**DISCUSSION/ACTION ITEMS**

*Interview locations* – A request to move the interviews to a more confidential location was made by Connie Meyer. In terms of maintaining the anonymity of the candidates, a more ideal location would be Waukesha County Administration building. Meg Henke has already made room reservations in anticipation of the committee's support to change venues. Interviews have been scheduled for the week of January 21st and will last approximately 90 minutes each.

*Stakeholder survey* – Connie stated that we received 35 responses from the pool of 45 stakeholders including: member library directors; Bridges Library System Trustees; Bridges staff; and the Jefferson County Library Board at a 78% response rate. The stakeholder survey was based on the Bridges Library System strategic plan as well as some examples from other director hiring surveys from around the state. A report was distributed to the committee with the survey results.

*Candidate information* – Jane Barwick reported nine applicants met the minimum criteria for consideration to move onto the interview stage in the process. Each member of the committee has received the applications for careful review and consideration. The members will need to review the applications and identify which candidates they wish to have considered for the first round of interviews.

*Interview questions*- Linda Ager stated that committee members should utilize the stakeholder survey as well as personal resources to formulate interview questions. Members should email their questions to the chairperson by 1/2/20 so that a list may be compiled for the January 6<sup>th</sup> meeting.

Confirmation of next meeting: **Monday, January 6, 2020 at 1:00 p.m.** at the **Waukesha County Administration building** (515 W. Moreland Boulevard, Room 355, Waukesha WI 53188).

Meeting adjourned.

Minutes prepared by:

Meg Henke  
Administrative Specialist