

# WARREN PUBLIC LIBRARY COMMISSION

## Special Meeting

May 3, 2012

### 1. Call to Order:

The special meeting was called to order at 6:33 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Chris Doebler, Don McIntosh, Frank Pasternak, Annette Coach, and Richard Palmer.

**Also Present:** Sandy Jones, City of Warren Human Resources Department and Mary Michaels, City of Warren Attorney's Office.

Doebler moved to excuse Carolyn Sherwood and Carolyn Mocerri, supported by Coach; motion carried.

### 3. Action Items:

**Defining Process for Interviewing Library Director Candidates:** It was indicated that of the 13 applications submitted from the job postings five candidates were selected for the interviewing phase of the selection process. The next steps in the process are to select the questions to be used in interviewing the candidates, interview the candidates, and finally to select the new Library Director. The Commissioners had previously submitted their questions to Pasternak for consideration in the interviewing phase. Pasternak submitted those questions to the Human Resources Department and the City Attorney's Office for their review and acceptance for interviewing use. This approved list was available for the Commissioners.

Each Commissioner will identify five questions they would like to ask the candidates and forward them to Pasternak.

The following dates were selected for conducting the interviews:

May 11, 2012 (Friday) to interview two candidates.

May 15, 2012 (Tuesday) to interview two candidates.

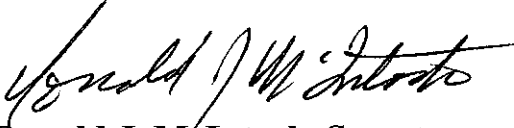
May 17, 2012 (Thursday) to interview one candidate and possibly make a selection of the Director from the five candidates interviewed.

Jones provided guidelines for conducting interviews.

### 4. Audience participation: None

**5. Adjournment:**

McIntosh moved to adjourn the meeting at 7:11 PM, supported by Coach; motion carried.



**Donald J. McIntosh, Secretary**