

WARREN PUBLIC LIBRARY COMMISSION

Special Meeting November 17, 2011

1. Call to Order:

The special meeting was called to order at 4:27 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Chris Doebler, Don McIntosh, Frank Pasternak, Carolyn Sherwood, Annette Coach, and Richard Palmer

Also Present: Denise Williams, City of Warren Human Resources Department Director and Mary Michaels, City of Warren Attorney's Office.

Palmer moved to excuse Carolyn Mocerri, supported by Coach; motion carried.

3. Action Items:

A. Discussion of Hiring Permanent Director: Using previous job descriptions for the Library Director position as a basis, the requirements for the position were categorized into "mandatory" and "preferred" listings. This included education, training and experience requirements. The mandatory requirements would be the ones used in the job posting, while the preferred requirements become the job description and would be used in the selection/interviewing process.

There was a discussion on considering an applicant from out of state even through we are planning to advertise only in the state of Michigan. It was felt that if the individual met the position requirements we would want to consider that person. We would not, however, pay transportation expenses in order for candidates to come for an interview.

Based on the agreed upon mandatory and preferred criteria, Williams will prepare a draft document for the Commissioners to review and agree to before doing the job posting.

It was agreed that a special meeting would be called for Monday, November 21, 2011, to review, make any necessary revisions, and agree to the position description.

4. Audience participation:

5. Adjournment:

McIntosh moved to adjourn the meeting at 5:45 PM, supported by Coach; motion carried.

A handwritten signature in cursive script, appearing to read "Donald J. McIntosh".

Donald J. McIntosh, Secretary