

WARREN PUBLIC LIBRARY COMMISSION

Special Meeting November 28, 2011

1. Call to Order:

The special meeting was called to order at 7:06 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Chris Doebler, Don McIntosh, Frank Pasternak, 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.

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

3. Action Items:

Library Director Posting: The Director of Libraries posting and job description, provided by Williams, were reviewed. Minor changes were recommended and agreed upon to clarify responsibilities identified in the descriptions.

Doebler moved to accept and approve the job posting and job description with the revisions discussed and agreed to, supported by Coach; motion carried.

Williams will make the agreed upon revisions to the documents and forward a copy to Denise Rose, who will in turn e-mail a copy to the Commissioners (letter to Coach or she will pick up at the Library office).

It is planned that the job posting will be made the week of November 28, 2011. It will be placed in the Michigan Library Association paper and to the S.L.C. It will not go into the newspapers which was a consideration originally.

The deadline for receiving applications will be January 3, 2012. Final selection and hiring will be targeted for July 1, 2012.

4. Audience participation: None

5. Adjournment:

Palmer moved to adjourn the meeting at 7:47 PM, supported by Coach; motion carried.



Donald J. McIntosh, Secretary