

The Humboldt Public Library
Board of Trustees Search Committee
January 13, 2020

Present:

Linda Hawks, Chair, Elna Blankenship, Secretary, and Leon McNeal, City Representative.

Linda reported there were 6 applications filed for the Library Director position. However, 2 were disqualified in that one was received at least 3 weeks after the posted deadline and 1 did not meet all qualifications, specifically, a driver's license.

There are 4 qualified applicants to review. Linda suggested a virtual interview with applicant from Middle Tennessee; and in person interviews with the 3 remaining applicants.

Linda went over applications in regard to answers to our 3 posed questions:

Highlights from Applicant 1:

Question 1 – works with TN Library for accessible books; wants to work as director for continued experience

Question 2 – 12 plus years in library service; has training in “improv comedy”; conversational in Spanish

Question 3 – wants all staff to be cross trained; collection development

Highlights from Applicant 2:

Question 1 – college graduate; cares and wants to advance and grow career

Question 2 – 10 years in library service; has a network of contacts beyond county and region; feels she has a greater understanding of the library; acquainted with library patrons and supporters

Question 3 – wants the library to run more efficiently as an organization; work with Board and staff to further develop a solid policies and procedures manual

Highlights from Applicant 3:

Question 1 – Financial Navigator with Kirkland Cancer Center, American Insurance Institute; teacher's assistant and library assistant at Stigall 2011-2014; after school tutor at USJ; enjoyed past library experience and is a book lover; loves working with children and adults

Question 2 – has business and office experience; Adult learner at Bethel University and understands importance of using library services; loves to be involved in the community and has many Humboldt contacts

Question 3 – bring back love of learning and teaching; connect with other small libraries; promote community partnerships; continue library as a staple in the community

Highlights from Applicant 4:

Question 1 – Humboldt High School, credentials from National Weather Service and Opioid Crisis Certified; believes in the mission of the library, library as hub of community and importance of access for children and adults to latest technology; desire to serve

Question 2 – Administrator with 10 years management overseeing 20 employees and operations of large radio company; through broadcasting, has many local and statewide contacts; knows latest technology

Question 3 – continue to serve and grow stronger in the community without straying from hometown roots; promote new children’s library space; expand technology; expand genealogy department based on 20 years experience; serve community needs with a great team

Linda will call applicant about scheduling a virtual call either Wednesday, January 20th or Thursday, January 21st at a time when available. In an effort to conduct all interviews the same day, Linda will then contact the remaining 3 local applicants about time availability on that date.

Linda shared a list of questions to be considered to ask applicants and requested any additional ones that Trustees would like to add. Interview questions regarding time devoted to library, willingness in helping patrons, ability to provide reports including statistics, along with administrative and managerial experience should be emphasized. Questions will be divided among members.

Respectfully Submitted,

Elna Blankenship, Secretary

*Meeting recorded

UPDATE:

ALL INTERVIEWS will be held WEDNESDAY, JANUARY 20th beginning at 1:00 PM.

Linda will make all trustees aware of date and times for interviews asking them to arrive by 12:45 so it can be determined which questions each of us will ask each applicant to ensure fairness.