

**Putnam County Library Board of Trustee's Personnel Committee
Called Meeting
June 27, 2017 at 4 p.m.**

Committee Members Present: Joe Albrecht, Andrea Batson, Laura Clemons, Gail Fowler, Larry Garrett and Danny Rader, with advisors Stacie Netherton and Matt Kirby. Also Present: Doyleene Farley.

The personnel committee received all application materials from the seven candidates prior to the meeting for review as well as an assessment rubric.

Three candidates were chosen to invite to interview: Kathrine Chalman of the Charles Ralph Holland Memorial Library in Gainesboro and Phil Schaller of the Putnam County Library. The committee found that third candidate had already taken another position.

The committee decided interviews would take place at the July 11, 2017 Putnam County Library Board of Trustees meeting.

Given the small pool of candidates, the committee decided to re-advertise through July 12, but to immediately invite Kathrine and Phil to be interviewed. Board Chair Laura Clemons will contact these candidates to set up interviews. She will forward all new applicants' information to the personnel committee following the July 12 deadline.

The chosen candidates will have a facilitated meet and greet session with Library staff prior to their respective interviews with the Board on July 11. The staff facilitator will bring notes to the board following the interviews.

The personnel committee will contact the references of current chosen candidates the week of the Board meeting.

The personnel committee will schedule to meet by July 19 to discuss any new applicants. If other candidates are chosen for interviews, interviews will be scheduled by July 26. An offer will be made to the top candidate by Friday, July 28.

The board would like a two week overlap between the new director and current director if possible. Director Stacie Netherton's last day is Friday, September 15.