



**SHOREWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
Ad Hoc Selection Committee, Director of Library Services  
MEETING AGENDA**

**Friday, March 1 10:00 A.M. – 11:30 A.M.**

**Location: Village Hall Committee Room, 3930 N. Murray Ave./Virtual**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 291 020 040 465

Passcode: 6iLYAy

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**Or call in (audio only)**

[+1 213-279-1824,,269798718#](#) United States, Los Angeles

Phone Conference ID: 269 798 718#

1. Call to order
2. Update on recruitment progress to date and description of today's process
3. Closed Session: The Ad Hoc Selection Committee of the Shorewood Public Library Board of Trustees will adjourn into closed session upon motion duly made pursuant to Wis. Stat. 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
4. Reconvene into Open Session
5. Determine Ad Hoc Selection Committee availability for initial interviews
6. Adjournment

**DATED** at Shorewood, Wisconsin, this 23rd day of February 2024.

**SHOREWOOD PUBLIC LIBRARY**

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. Should you have any questions or comments regarding any items on this agenda please contact Assistant Village Manager Chris Anderson, (414) 847-2705.

**Recommended Process & Timeline**

Library Board Ad Hoc Selection Committee Chair Pat Linnane collaborated with the Village Manager’s Office on development of the proposed recruitment process for a new Library Director that would be administratively handled by the AVM and reflects elements of the 2022 library director recruitment, see process timeline below and rubric attached. The process includes preliminary Village Equity, Diversity & Inclusion (EDI) strategic plan recommendations for a person of color and stakeholders to be engaged in the application and interview process, in addition to advertising the position in organizations of color in addition to known traditional venues such as the American Library Association (ALA) and Wisconsin Library System (WLA) to name a few. Ad Hoc Selection Committee Chair Pat Linnane will email a brief update to all Library Board members following each Committee meeting.

✓	January 10	Library Board considers recruitment process and timeline
✓	Week of January 15th	AVM confirms identified participants for Ad Hoc Selection Committee to review applications/conduct first interviews: Ad Hoc Selection Committee Chair Patrick Linnane Library Board Vice President Espara, Friends of the Shorewood Library representative Heidi Frenzel, Shorewood School District representative Elizabeth Russell, Asst. Village Manager Anderson, and Equity Diversity & Inclusion resident representative Dr. Deborah Blanks  Committee agenda for 1st meeting: Broad based participation by community stakeholders Detailed schedule of activities and milestones Committee input into position posting, job description, interview processes and rubrics
✓	January 25	First meeting of the Ad Hoc Committee; discussion on job announcement and description, timeline and milestones, and recommended process for Library Board
✓	Week of January 29	Library Director position posted (ALA, WLA, League of Wisconsin Municipalities, Partner chamber/organizations job boards and distribution lists [checking on UWM and Marquette job boards])
	February –8-29	Open form for community to provide desired qualities/characteristics of a Director of Library Services (to align with release of monthly Library newsletter on February 1). MODIFIED
✓	February 14	Feb 14th Board Meeting. Committee report to the Board on progress in meeting process schedule
✓	February 16	Deadline to submit for first review of applications (resume, cover letter, references, and short responses to three prompts)
✓	week of February 19th	Initial screening by AVM Anderson, compressed candidate packets created forwarded to Ad Hoc Committee for review
✓	By February 22	Application materials distributed to Ad Hoc Committee for review

By February 27	Ad Hoc Committee provides to AVM: <ul style="list-style-type: none"> <li>• Rubric scoresheets (so AVM can tally results)</li> <li>• Suggested questions they'd like to see for initial interview (recommending 2-3 questions per member)</li> </ul>
March 1 @ 10:00 AM	Meeting of the Ad Hoc Committee: discuss screening results to determine applicants selected for first round of interviews, finalize interview questions, gather Ad Hoc Committee availability for first interviews
Week of March 4	Candidates contacted to schedule interviews (in-person/virtual) based on Ad Hoc Committee availability
Week of March 11	First round of interviews
Week of March 18	Reference checks performed for top (# of candidates) based on first interview; summary provided to Library Board
Week of April 1	Final interviews with the Library Board
Week of April 8	Extend offer
April 22	New Director Orientation