

**Minutes of the Evangeline Parish Library Board of Control Search Committee  
January 23, 2018  
(for approval at next meeting)**

**The Evangeline Parish Library Board of Control Search Committee met on Tuesday, January 23, 2018, at 3:00 p.m. at the Main Library in Ville Platte (916 West Main Street).**

**Present were Search Committee Chairman Gaynelle Coates, Search Committee members Faye Langley and Katy Marcantel, Board Member Sandra Jacobs, Library Director Mary Foster-Galasso, Friends of the Library Members Linda Lebsack and Paula Lafleur, Library Patron Lori Guillory, Staff Members Suzy Lemoine, Ted Lavergne and Tina King.**

**Chairman Gaynelle Coates called the first meeting of the Library Board of Control Search Committee to order.**

**Foster-Galasso informed the Committee that Associate State Librarian Meg Placke was unable to attend the meeting as planned.**

**In Approval/Amendment of Agenda, Langley made a motion to amend the agenda to dispense with item 1 of New Business, the presentation by Ms. Placke from the State Library. Marcantel seconded, and the motion carried.**

**There was no Old Business on the agenda because this was the first meeting of the Committee.**

**Item 2 of New Business on the agenda was a public comments period on business at hand (planning to conduct search for new library director to replace retiring director Mary Foster-Galasso). There were no public comments at that time.**

**Item 3 of New Business was a series of decisions on recommendations to the Full Board regarding the director search. The following motions were made for recommendations by the Search Committee to the full Board at the Board's meeting at 4 p.m.:**

**To recommend the draft Minimum Qualifications as presented, including the requirement to either have an MLS/MLIS or be currently enrolled in an ALA-accredited MLS/MLIS program: Langley moved to recommend and Marcantel seconded. The motion was approved.**

**To recommend \$45,000 to \$49,000 as the salary range to be offered: Marcantel moved to recommend and Langley seconded. The motion was approved.**

**To recommend the draft advertising plan as presented: Marcantel moved to recommend and Langley seconded. The motion was approved.**

**To recommend the draft advertising for listservs as presented, with a deadline for applications of Feb. 28, 2018: Marcantel moved to recommend and Langley seconded. The motion was approved.**

**To recommend the draft advertisement for newspapers as presented: Langley moved to recommend and Marcantel seconded. The motion was approved.**

**To recommend the draft advertisement for the Library's webpage as presented: Marcantel moved to recommend and Langley seconded. The motion was approved.**

**To recommend the draft job description for the Library's webpage as presented: Marcantel moved to recommend and Langley seconded. The motion was approved.**

To recommend the checklist for initial application screening by the Search Committee as presented: Langley moved to recommend, and Marcantel seconded. The motion was approved.

To recommend that the Search Committee be authorized by the Board to send the draft initial rejection letter as presented (for applicants that did not meet the minimum requirements): Langley moved to recommend and Marcantel seconded. The motion was approved.

To recommend that the Search Committee be authorized by the Board to send the draft letter for someone selected for the next stage of the selection process, as presented (for applicants that do meet the minimum requirements), with the following additions: The deadline for receipt of a release to check references will be March 12th; the deadline for receipt of essay answers to three essay questions contained within the letter will be March 15th : Marcantel moved to recommend and Langley seconded. The motion was approved.

To determine the date of a special Search Committee meeting to screen the applications and send out the initial rejection or follow up letters: Committee agreed by acclamation to hold a special Search Committee meeting on Thursday March 1<sup>st</sup> at 9 am at the main library.

To recommend that the Search Committee be authorized by the Board to send the draft applicant information release form to applicants selected for the next stage of the selection process: Langley moved to recommend with the following additions and provisions: 1) The Library Board and the Police Jury be added to the entities/persons that will be held free of liability. 2) The information release form will be cleared through Legal Advisor review before use. Marcantel seconded and the motion was approved.

To recommend that the Search Committee be authorized by the Board to utilize the draft applicant reference check form (questionnaire with seven questions to ask of each reference for each candidate selected for the next stage of the

selection process): Langley moved to recommend with the following provision: The reference check questionnaire will be cleared through Legal Advisor review before use. Marcantel seconded and the motion was approved.

Marcantel moved that the Search Committee meeting be adjourned. Langley seconded, and the motion was approved. The meeting was adjourned.