

**Minutes of the Evangeline Parish Library Board of Control Search Committee
March 1, 2018**

To be approved at next meeting

The Evangeline Parish Library Board of Control Search Committee met on Thursday, March 1, 2018, at 9:00 a.m. at the Main Library in Ville Platte (916 West Main Street). Due to a scheduled children's program in the multipurpose room, they met in the Genealogy and Local History Room.

Present were Search Committee Chairman Gaynelle Coates, Search Committee members Faye Langley and Katy Marcantel, Library Director Mary Foster-Galasso and staff member Tina King.

Chairman Gaynelle Coates called the meeting of the Board of Control Search Committee to order at 9:05 a.m. There were no changes to the agenda. [Agenda attached]

Marcantel made a motion to approve the minutes of the January 23, 2018, Library Board of Control Search Committee meeting. Langley seconded, and the motion carried unanimously.

Marcantel made a motion to approve the revision of initial screening checklist, to accept additional page of initial screening instrument. Langley seconded, and the motion carried unanimously. (copy of revised initial screening checklist attached).

Langley made a motion to give Coates authority, with Foster-Galasso assisting and advising her, to develop interview questions and interview scoring rubric before the next search committee meeting. Marcantel seconded, and the motion carried unanimously.

Coates reported that six applications for Library Director were received by the deadline, February 28, 2018.

Foster-Galasso reported that she and Coates had done the preliminary evaluation of the applications using the checklist for the search committee to review. She and Coates had reviewed the checklist and recommended that three of the applicants should not be moved forward to the full board interview, because of various reasons, and that there were three applicants that were recommended to be moved forward. [Note: Later in the meeting the Committee voted to also not move a fourth application forward.]

Coates and the other Search Committee members asked Foster-Galasso to summarize the applications of the three applicants that were not recommended to be moved forward. She was also asked to summarize the three applications of the applicants that were recommended to be considered.

Coates reported that she and Foster-Galasso had carefully reviewed the applications, and that the Committee members should take the time needed to review them to see if they agreed with the recommendations. These were recommendations to the committee only, for the whole committee to review and discuss. Three applicants were initially removed from consideration due to various items on the screening checklist/scoring rubric. These applicants were Ms. Brown, Ms. Ravey, and Dr. Maggio. Marcantel moved to not go forward to additional review steps (essay questions, follow up checks with employers and recommendations, full board interviews) with these candidates. Langley seconded, and the motion carried unanimously.

Coates and Foster-Galasso then addressed reasons to move three other candidates forward based on reviews of their transcripts and resumes. However, after further examination of one other candidate's application vs. the checklist rubric, Marcantel moved that a fourth candidate, Ms. Beam, also not be selected to go forward in the selection process. Langley seconded, and the motion carried unanimously.

Marcantel motioned and Langley seconded that the remaining two candidates, Ms. Mealer and Ms. Norris, be recommended for further consideration by the search committee and the full board.

The next two Search Committee meetings will be as follows: Tues. March 20th at 3 p.m. (already set) and Tues. April 17th at 10 a.m. (set by acclamation at this meeting following a discussion of schedules and timelines for items that will need to be covered before the next meeting).

The deadline for receiving completed essays from the remaining two candidates was moved to April 16th due to various schedule conflicts in March.

Langley made a motion to approve the template for the letters that would be sent to the applicants not selected. Marcantel seconded, and the motion carried unanimously.

Marcantel made a motion to approve the template for the letters that would be sent to the applicants still under consideration. Langley seconded, and the motion carried unanimously.

The meeting also consisted of an extensive work session as committee members assigned applicant recommendations to call and interview, prepared letters of selection and non selection for the six applicants, and prepared letters to go to each of the two applicants' recommendations. Each Search Committee member will call one recommendation for each of the two applicants under consideration. Foster-Galasso will call employers to verify employment history.

Marcantel moved that the meeting be adjourned following the work session after all letters had been prepared. Langley seconded, and the motion carried unanimously. The meeting was adjourned at approximately 1 p.m.

A copy of all the checklists, scoring rubrics, and letter templates used in the meeting process is attached.