

**Minutes of the Library Board of Control Search Committee**

**March 20, 2018**

**To Be Approved April 17, 2018**

**The Evangeline Parish Library Board of Control Search Committee met on Tuesday, March 20, 2018, at 3:00 p.m. at the Main Library in Ville Platte (916 West Main Street).**

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

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

**Langley made a motion to approve the agenda. Marcantel seconded, and the motion carried unanimously.**

**Langley made a motion to approve the minutes of the March 1, 2018, Library of Control Search Committee meeting. Marcantel seconded, and the motion carried unanimously.**

**Coates, Langley and Marcantel reported that they have completed contacting the references for the two applicants, Jessica Norris and Margaret Mealer, that were moved forward based on reviews of their transcripts and resumes at the last Search Committee meeting. Their reports of the interviews with the references were given to Foster-Galasso to be placed in their files. Coates also reported that Ms. Norris had submitted her answers to the three essay questions. These were also put in her file. The deadline for essay question answers is April 16<sup>th</sup>. Committee members agreed that they would actually score the recommendations at their April 17<sup>th</sup> meeting, along with the essays, rather than score them at the current meeting.**

**Next on the agenda was employment verifications follow up.**

**Foster-Galasso reported that she would be verifying Ms. Norris and Ms. Mealer's employment before the next meeting. She apologized for not having these done already.**

**Marcantel made a motion to request the full Library Board of Control to authorize Chairwoman Coates and Library Director Foster-Galasso to develop interview questions and interview scoring rubric before candidate interviews and to develop format for interview process. Langley seconded, and the motion carried unanimously.**

**The Committee discussed the reports to be presented at the Library Board of Control meeting, listing all applicants that applied for the Library Director position, the committee's decision whether to follow up or not, actions taken, next steps, notes summarizing qualifications. Also included was a report with the two recommended finalists, listing their strengths, the Search Committee's recommendations they were selected to follow up with, the Search Committee's concerns, and notes. A copy of this report is attached. The Committee agreed by acclamation that the draft report as prepared would be presented to the full Library Board at its meeting (March 20<sup>th</sup>, 4 p.m.).**

**The Search Committee discussed plans for the next Committee meeting scheduled for April 17, 2018 to be held at 10:00 a.m. in the Genealogy Room at the Main Library to evaluate the essay answers and other materials received from the two candidates for Library Director. The format for the interview process will also be discussed.**

**Marcantel made a motion to adjourn. Langley seconded, and the motion carried unanimously.**