

Neenah Public Library Board of Trustees  
**New Director Selection Committee**  
**Meeting Minutes - November 3, 2022**

**Call to order**

President Fieldhack called the meeting to order at 4:04 p.m.

Present: Randy Fieldhack, Library Board president; Tami Erickson; Pat Rickman; Beth Irish; Carol Codner; Amy Fairchild, City of Neenah Human Resources Director. Excused: Lisa Hemes.

**Officers**

The Committee elected Carol Codner as chair of the Committee and appointed Beth Irish as secretary.

**Process overview**

The Committee discussed the updated job description. HR Director Fairchild will shorten the description using bulleted points for essential components: required experience, essential duties and responsibilities, etc.

The salary range was discussed. The new salary study conducted by the City in 2022 includes changes to the Library Director's salary. The position will be posted with the new salary.

The Committee discussed a proposed timeline. HR staff will assist in setting a timeline for postings, interviews, and deadlines.

Once posted, City of Neenah Recruiter/Coordinator Christine Maschke will begin the vetting process to ensure candidates meet minimum requirements.

Fairchild will prepare the job posting and forward to the Committee for approval.

The Committee adjourned at 5:03 p.m.

Respectfully submitted,

Beth Irish