

**Missoula Public Library
Board Meeting Minutes - Special Meeting
April 12, 2005**

Attending: Tom Javins, John Brown, Becky Mosbacher, Christine Prescott

Absent: Kate Jackson, Bill Towle

Others: Marie Pruitt, Missoula County Human Resources, Claire Morton, interim director and acting secretary

Open meeting law: Marie checked with Mike Sehestedt (county attorney) who strongly advised that we keep all director search meetings and interview processes open to the public. Interviews are open unless the candidate has a privacy issue, in which case the Board chair decides whether or not to close the meeting. John confirms with Marie that public notice will need to be given for all upcoming director search meetings.

Screening process for applications: Initially Marie will screen based on minimum requirements. From that screening each search committee member will complete a screening criteria evaluation form (prepared by Marie) based on the following criteria, agreed upon after much discussion:

Budget management, Management & supervisory experience, Board experience, Fundraising experience, Professional organizations, Public relations.

The committee also developed a broader range of criteria that will be used throughout the search process after the committee's preliminary screening. Marie will compile this list and send to the committee.

Timeline: Marie will complete the initial minimum requirement screening by May 4th 2005. The Board will then screen based on the above criteria - to be completed by May 17th 2005. Applications and screening tools will be available from Claire at the library.

Next meeting to determine next step in process (phone interview, written supplement?) - May 17, 5:15 in the director's office.

Adjourned.

Respectfully submitted,

Claire Morton, Interim Director

Date

William Towle, Chair

Date