

FROM: Mary Edens

Subject: Search meeting: Friday, August 8, 2025, 8:30 a.m.

Attending: Diane Bennett, Lee Kerr, Director, Tom Shilts

Public: None

Agenda:

- 1) *Gmail site for applications (Tom completed 7/31) bellairesearchcommittee@gmail.com (Need to give out access to Board members & key Librarian)*
- 2) Review job description (Tom with search members) accept changes at next Board meeting.

Attached: Brief posting & Full job description (motion to approve changes in job description)

- 3) Send brief job posting to Finance to determine salary language. (Sent 8/3) Note: Finance meets at 9:30, 8/8/25.
- 4) List organizations for posting:

MLA (Tom) \$140 for 30 days. (done 8/8) Note: May need to renew 9/8/25
MMLL (Tom sent to Jennifer Balcom 8/8)

ALA (Tom checked; costs \$324 for 30 days (No, said Mary; not at this time)

Wayne State University – Mary free- done 8/ 11

University of Michigan- Mary free (8/11/

Traverse City Ticker- Cost \$25.00 a day (\$125 for 5 days + \$10 for posting in Northern Express, and \$10.00 for posting in Leelanau Ticker) Total \$145. Limited to the following words: The Director is responsible for the operation and administration of all aspects of library services. Bachelor's degree and three years' library experience. Salary \$40,000 annual.

5. Discussion on past applicants.