

Library Notes Sp Mtg 073021

Saturday 07/30/2021

**Attended:**

Submitted by S Wirth

Rex Wiggers  
Sharon Wirth  
Pat Moore  
Mark Smith  
Joe Liberto  
Norm Ellis  
Ceil Kelley  
Vanessa Spitulnik

**Attended Via Phone:**

Garrett McGowan

Meeting called to order @10:01 AM by Norm Ellis

**Search Committee >**

- 1) Based on the interviews and recommendation of the Search Committee, a motion was Sharon and 2<sup>nd</sup> by Norm, to proceed with the due diligence / application process and to an offer/contract letter for the position of Library Director.  
Motion was approved unanimously by all present and confirmed via email.
- 2) Rex and Joe volunteered to create a contract to present to the Board via email for approval prior to the next regular meeting.  
This contract will include salary, benefits and responsibilities.
- 3) Completed applications and supporting documentation will be forwarded by Sharon to Alderman, Steuben County Civil Service for his review and approval.
- 4) The position will remain open and posted until a candidate is approved by Civil Service passed all background checks.
- 5) Sharon will advise the Board of testing date and time.

Motion to adjourn by Sharon, 2nd by Pat

**10:32 PM Meeting Adjourned**

made by  
to create

approval

by Mr. N

and