



WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

WAUPACA AREA PUBLIC LIBRARY

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WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
AD HOC HIRING COMMITTEE MEETING AGENDA

**APRIL 20, 2021 5:30 PM (OR IMMEDIATELY FOLLOWING THE BOARD MEETING
COUNCIL CHAMBERS**

Mission Statement: "...committed to offering opportunities for connections, innovation, and engaged learning."

1. ROLL CALL :

AD HOC COMMITTEE MEMBERS: Lori Chesnut, Mary Zimmermann, Julie Eiden, Glenda Rhodes, City Administrator Aaron Jenson, and OWLS President Bradley Shipps

2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Finalize list of interview questions

4. Determine an application review committee and develop a review process for applications

5. Determine interview format/procedure

6. Set date for June meeting to review applications

7. ADJOURNMENT

PLEASE CALL SUE ABRAHAMMSON OR PATSY SERVEY (715-467-1599) BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.

PLEASE ADVISE THE LIBRARY DIRECTOR IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

Selected Interview Questions

Introductory questions

1. Why are you interested in this position?
2. Tell us about yourself. Why are you the right person for this job and why is this job the right one for you?

Requirement questions

3. This is a professional, [full time] position that requires set hours of public service in the library, as well as flexibility to attend meetings, workshops, and the like outside of the normal routine. Some nights and weekends are required on a regular basis. Are you willing and able to follow such a schedule? What challenges do you expect to encounter?

Library questions

4. Please describe your public library service philosophy.
5. What do you think are the major issues facing libraries today?
6. Tell us about a creative idea you have to improve library service.
7. Please describe your collection development experience, philosophy and the selection resources you used to purchase library materials.
8. How would you seek input from the public?
9. What aspect of the Public Library Director's job do you think you would find most rewarding? What do you think you would find most intimidating?

Technology questions

10. Adapting to changes in technology is crucial in a managerial library position. Tell us about your role in researching and implementing new technologies into library service.
11. What is your experience with shared library automation systems like OWLSnet/InfoSoup? (Note to boards: OWLSnet uses Innovative's Sierra ILS. Similar products from other vendors currently in use in Wisconsin libraries include SirsiDynex, Polaris, and Koha/Bibliovation.)

General questions

12. How would you rate your communication skills and what have you done to improve them?
13. Share an example of how you managed your time to complete multiple projects with a fixed deadline.
14. How would your coworkers describe you in three words?
15. What is your strategy for dealing with people that question your authority?
16. What professional accomplishment are you most proud of?

Supervisory skills questions

17. Give us an example of how you create a constructive and healthy work environment.

18. How would you address a situation where a staff member was performing below expectations?
19. What is your strategy for helping employees establish and reach S.M.A.R.T. goals?

Fiscal management questions

20. What is your working knowledge of library finance and development of budget? Have you ever submitted and presented a budget?

Community engagement questions

21. What civic activities are you involved in and have you held a leadership role in any organization?
22. How have you interacted with elected officials in previous jobs?

Scenario questions

23. I'm a library customer looking for a good book. Tell me about a book you've read recently and let me know why I might like it.

Closing questions

24. Do you have any questions for the Board about the job, the library or the community?