

**APPROVED REVISED II SEARCH SCHEDULE  
TIMELINE MID-HUDSON LIBRARY SYSTEM (NY)**

This is the approved timeline for the Executive Director search process.

<b>Activity</b>	<b>Target Date:</b>
Consultants make first visit to Poughkeepsie; meet with Search Committee, Board, staff and member directors; establish definitive work schedule and marketing plan	April 2-3, 2018
Advertisement is approved by the Search Committee	April 13, 2018
Post ads, actively recruit candidate pool	April 13 – June 10, 2018
Applications Close	June 10, 2018
All candidate documents sent to the Search Committee	June 12, 2018
All pre-screening interviews (by consultants) completed	June 14, 2018
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2-hour meeting (consultants present in Poughkeepsie)	June 16, 2018; 10am-Noon
Semi-final Interviews via Skype or Go-To-Meeting w/ Search Committee (consultants present in Poughkeepsie)	June 26 (1pm-4pm) & June 27 (9am-1pm)
Reference Reports to Search Committee	July 6, 2018
Final Interviews on Site (consultants present in Poughkeepsie) Search Committee Selects Candidate(s) to Recommend to MHLS Board	July 9 & 10, 2018 Final Interview time July 10 to be determined
Search Committee presents recommendation(s) to full MHLS Board	July 11, 2018; 10am-noon
Negotiations Completed/Offer extended	July 17, 2018
Submission by Bradbury to State Education Department of Regulatory Requirements	July 18, 2018
Written Approval for the State Librarian to Appoint	July 19-August 2
MHLS Board Formally Appoints Executive Director in Public Meeting of the Board	Meeting Date/Time TBD August 9-18 Time Period

MHLS Board Meets New Executive Director	September 12, 2018
New Executive Director Start Date	TBD