

**MHLS Search Committee Meeting – DRAFT Notes – Tuesday, May 1, 2018 | 10:00 a.m. EST**

1. Roll Call at 9:57 a.m. – Mr. Wilson  
Mark Wilson  
Richard Swierat  
Barry Ramage  
Michele Ment

Lisa Baker Brill  
Staff Liaison – Linda Vittone  
Staff Liaison – Tom Sloan

2. Meeting called to order & meeting agenda adopted – Mr. Wilson  
Mr. Swierat moved the agenda be adopted and Mr. Ramage seconded. **The motion carried.**

3. UPDATE – Reception for Tom Sloan

The Committee reviewed final details for the Executive Director’s Reception on Friday, May 4, at River Station Restaurant, Poughkeepsie, New York, 5:00-7:00 P.M.

4. Timeline for significant events in the search process

The committee reviewed and approved recommended revisions to the Executive Director Search Schedule as listed below in yellow:

Negotiations Completed/Offer extended July 17, 2018

Submission to State Education Department of Regulatory Requirements – July

Written approval from the State Librarian to Appoint – July

MHLS Board Formally Appoints Executive Director – August (Board meeting date/time TBD)

MHLS Board meets with new Executive Director - September 12

The revised schedule will be forwarded to Dan Bradbury for their files/comment, provided to the MHLS Board, and posted to the Executive Director Search webpage.

The committee conducted a detailed discussion and review of the steps relating to the final segment of the search process, during July and August, and commencing with the hiring of a new Executive Director.

The committee was informed that remote participation by MHLS Trustees at public meetings requires that certain conditions be met, which are outlined in a Videoconference Policy to be presented to the full Board at the May 9, meeting.

5. UPDATE – Official communications from the Search Committee to major stakeholders
  - i. Visits to Directors Meetings
  - ii. Visit MHLS Staff Meeting
  - iii. [MHLS Bulletin](#)

Mr. Wilson reported that his visits to all the county director association meetings and with MHLS staff were successful in promoting the search process. He will most likely resume these meetings in June / July as the selection process moves forward.

6. Agenda items and date for next Search Committee meeting

Search Committee members agreed that no interim meeting is needed prior to the scheduled June 16, 2018 meeting with Bradbury in Poughkeepsie, when Bradbury will present its recommendations of six or seven semi-finalist candidates.

7. Call to adjourn the meeting at 11:01 a.m. by Mr. Wilson  
Ms. Baker Brill moved to adjourn, Mr. Swierat seconded. **The motion carried.**