

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT  
LIBRARY DIRECTOR SEARCH COMMITTEE  
SPECIAL MEETING MARCH 8, 2018  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 2:34 p.m.

**II. ROLL CALL**

Present were Secretary Philip S. Howe, Library Trustee Kathleen Starzec, Library Director Roberta Thomas.

**III. ADDITIONS TO THE AGENDA**

None.

**IV. PUBLIC COMMENTS**

None.

**V. NEW BUSINESS**

**A. Review Sample Job Descriptions**

**B. Draft Tentative Job Description**

**C. Review Sample Job Ads**

**D. Draft Tentative Job Ad**

The samples were reviewed and a job description and ad were drafted. They will be presented to the Board of Trustees at their March 13<sup>th</sup> meeting.

**VI. ADJOURNMENT**

Motion to Adjourn

Motion – Starzec

Second -

The meeting was adjourned at 3:43 p.m.

---

Philip S. Howe, Secretary

---

Kathleen T. Starzec, Trustee