

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
July 20, 2022 SPECIAL MEETING  
**APPROVED**

- ATTENDEES:
- |  |           |
|--|-----------|
| ➤ Chairperson Marcel Pultorak                | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar            | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad            | ➤ Present |
| ➤ Commissioner Zeinab Alhashemi              | ➤ Present |
| ➤ Commissioner Gerilyn Biggs                 | ➤ Present |
| ➤ Commissioner Barth Bucciarelli             | ➤ Present |
| ➤ Commissioner Ali Dagher                    | ➤ Absent  |
| ➤ Commissioner Amira Haidar                  | ➤ Absent  |
| ➤ Commissioner Michelle Jawad                | ➤ Present |
|  |           |
| ➤ Library Director Maryanne Bartles          | ➤ Excused |
| ➤ Deputy Director Julie Schaefer             | ➤ Excused |
| ➤ Administrative Librarian Patty Podzikowski | ➤ Excused |
| ➤ Department Technician Daniel Smith         | ➤ Present |

A special meeting of the Dearborn Public Library Commission was called for the purpose of authorizing the City's Human Resources Department under provisions of the City's Civil Service system to undertake the process of hiring a new Library Director.

The meeting was called to order at 4:39pm.

## **I DISCUSSION OF HIRING PROCESS**

The commissioners discussed the overall process of hiring a new Library Director. This was last done in 2006.

Once the job description is approved for posting, resumes will be collected and assessed, and preliminary interviews will begin. Two commissioners will be selected for this process. Once a list of candidates is finalized, they will be interviewed and evaluated by the Library Commission as a whole at one or more public meetings.

The job listing will be posted nationally and through the American Library Association. Once posted, there is typically a 10-day window in which candidates may apply, though an extension may be needed.

The new Library Director should have experience managing building maintenance and improvement projects. This will be emphasized in the interview process. An ideal director should have the skills necessary to manage the Library staff, and to implement the Library's strategic plan.

Current Director Maryanne Bartles' last day will be on August 12, 2022. The City Charter dictates that Deputy Director Julie Schaefer will act as interim Library Director until a new director is hired.

## **II ACTION ITEMS**

The commission found that the job description effectively outlined required experience and responsibilities. A motion was made to submit the personnel requisition to HR.

- Motion made by Vice Chair Lazar, second by Commissioner Michelle Jawad. Motion passed unanimously.

Two commissioners are required to work with HR in evaluating applicants. Chairperson Pultorak, Vice Chair Lazar, and Commissioners Alhashemi and Michelle Jawad volunteered. After discussion, Chairperson Pultorak and Vice Chair Lazar were selected, with Commissioner Jawad acting as an alternate to Lazar, with HR approval.

- Motion to approve made by Commissioner Jihan Jawad, second by Commissioner Alhashemi. Motion passed unanimously.

**The meeting adjourned at 5:14pm**