

**Maitland Public Library Board of Trustees**  
Nominating Committee Workshop  
Wednesday, January 10, 2024  
6:45 pm



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ATTENDANCE: The following members were present: Mr. Frank Allen, Committee Chair; Mr. Bob Allen, Board Chair; Dr. Steve Lee, President; Ms. Marilyn Sandoz, Vice-President; Ms. Laurie Fuller, Trustee

Staff Present: Ms. Jenn Bishop, Executive Assistant

MEETING CALLED TO ORDER AT 6:30 PM by Mr. Frank Allen

WORKSHOP TO REVIEW CANDIDATE REVIEW AND NOMINATING PROCEDURES: Mr. Bob Allen presented a proposed document outlining the procedure for obtaining recommendations to fill open board positions outside of the annual appointments. This included an application that would need to be completed by all prospective candidates. The committee were in agreement that the sitting Chair of the Nominating Committee would be responsible for communicating with candidates, and would work with the Executive Assistant of the Library to distribute the applicant information to the other members of the committee for review before interviewing the candidate at a noticed Nominating Committee Workshop.

Mr. F. Allen will make edits to the document, based on the evening's discussion, before presenting it to the Board.

Dates to Remember: Next Nominating Committee Workshop – January 17, 2024, 6:45pm  
Next Board Meeting – January 17, 2024, 7:30pm

MEETING ADJOURNED AT 7:05 pm by Mr. F. Allen  
Minutes submitted by *JB Bishop*, Executive Assistant