



Mesa County Libraries
BOARD
 OF **TRUSTEES**
 • C O M M I T T E E M E E T I N G •

Search Committee

MINUTES

Date and Time: Monday, August 6, 2018 – 12 p.m.

Location: Central Library, 443 N. 6th St., Grand Junction, CO – Administration Conference Room

No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> • Committee Chair Tashiro called the meeting to order at 12 p.m. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers (arrived at 12:30 p.m.), Chris Mahre (left at 1:35 p.m.), Laurie Tashiro, Jean Yale (left at 1:05 p.m.) • STAFF PRESENT: Bob Kretschman, Stacey Smith, Blair Wade, Shana Wade Review of Agenda <ul style="list-style-type: none"> • The agenda was accepted as presented.
2	Information/ Discussion	Review Library Director Applications <ul style="list-style-type: none"> • The Search Committee—consisting of Barnett, Blanchard, and Tashiro—was given applications to review in advance. Tashiro led trustees present in a discussion of the merits of each application received between the last committee meeting and the July 31 application deadline. Trustees determined applicants to be considered for preliminary interviews. • Trustees requested easier access to applications and interview documents through the board’s Google Drive.
3	Discussion	Determine Applicant Invitees for Preliminary Library Director Interviews <ul style="list-style-type: none"> • Twenty-four applications for library director were received. Trustees chose eight applicants with whom they would like to speak. • <i>Criteria that trustees cited as consistent considerations while selecting candidates for preliminary interviews:</i> exceptional interpersonal skills, adaptability, ability to support and grow the current MCL culture, ability to develop MCL’s management team, possession of an MLS/MLIS degree, management experience including sizeable staff and budgets, executive experience in public libraries, and demonstrated knowledge of MCL.
4	Information/ Discussion	Interview Question Discussion <ul style="list-style-type: none"> • Blanchard guided a discussion among trustees regarding a collection of possible interview questions and topics submitted by trustees and staff.

		<ul style="list-style-type: none"> • Questions were considered and sorted as possibilities for either preliminary or final interviews. Some questions will be provided to all eight candidates in advance of their preliminary interviews.
5	Information/ Discussion	<p>Library Director Search Timeline</p> <ul style="list-style-type: none"> • Trustees present determined timing of future director search meetings based upon trustee availability for finalist interviews. The timing of preliminary interviews changed from that originally discussed on July 16. • <i>Library Director Search Timeline:</i> <ul style="list-style-type: none"> ○ HR Manager Blair Wade was asked to begin checking references for preliminary interviewees now after scheduling their interviews ○ August 13: Scheduled Search Committee meeting was canceled ○ August 15 and August 17: Preliminary interviews – eight candidates to be interviewed two sessions, interviews to be conducted by the Search Committee via video conferencing, other trustees may attend ○ August 17: Special board meeting to select candidate finalists ○ August 23: Deadline to publicly announce finalists ○ September 6 (and possibly September 7 morning): Finalist activities to include formal interviews by the board, interviews with MCL managers, tours of select branches, and a public reception ○ September 7: Special board meeting to select top candidate • The committee briefly discussed anticipated expenses for finalist visits.
6	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting was adjourned at 2 p.m.

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.