



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: Tuesday, October 9, 2018 – 12 p.m.

Location: Central Library, 443 N. 6<sup>th</sup> 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"> <li>• Board President Tashiro called the meeting to order at 12 p.m.</li> <li>• BOARD PRESENT: Elaine Barnett (by conference call), Barry Blanchard, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale</li> <li>• STAFF PRESENT: Bob Kretschman, Stacey Smith, Blair Wade, Shana Wade</li> </ul> Review of Agenda <ul style="list-style-type: none"> <li>• The agenda was accepted as presented.</li> </ul>
2	Discussion	Determine Committee Chair <ul style="list-style-type: none"> <li>• Tashiro offered to serve as the board chair; her offer was accepted by the rest of the committee.</li> </ul>
3	Information/ Discussion	Review Library Director Applications <ul style="list-style-type: none"> <li>• The Search Committee—consisting of Mahre, Tashiro, and Yale—as well as all other board trustees were given applications to review in advance of the meeting. Tashiro led trustees present in a discussion of the merits of each application received by the October 8 deadline.               <ul style="list-style-type: none"> <li>○ Successful applicants were expected to have an MLS/MLIS degree and considerable supervisory experience including responsibility for an entire library. Additional applicant considerations included job history, application responses, and community involvement.</li> <li>○ <i>Skills/aptitudes that trustees agreed were primary considerations:</i> exceptional people skills, ability to develop a close relationship with MCL’s board, adaptability and nimbleness, capability to support and grow the MCL culture, capability to support further growth in MCL’s management team, and experience with library expansions and/or building projects.</li> </ul> </li> <li>• <i>Trustees chose three library director applicants to invite to participate in preliminary interviews via video conferencing on October 16.</i> Fourteen applications for the position were received. Blair Wade stated that she would clarify the salary range (posted in job announcement) and the board’s expectations for a start date (by the first of 2019) with the candidates selected for preliminary interviews.</li> </ul>

4	Information/ Discussion	<p>Interview Question Discussion</p> <ul style="list-style-type: none"> <li>• Trustees discussed the effectiveness of preliminary interview questions used during the last search process in August. They were satisfied with the questions and determined to use them again.</li> <li>• Trustees agreed to provide some questions to applicants in advance of their preliminary interviews.</li> <li>• Mahre volunteered to lead the preliminary interviews.</li> </ul>
5	Discussion	<p>Schedule Next Meeting(s)</p> <ul style="list-style-type: none"> <li>• Trustees present developed a tentative schedule of future director search meetings based upon trustee availability and meeting room availability.</li> <li>• <i>Library Director Search Timeline:</i> <ul style="list-style-type: none"> <li>○ HR Manager Blair Wade was tasked with contacting the applicants chosen to participate in preliminary interviews on October 16</li> <li>○ October 16: Search Committee meeting to conduct preliminary interviews via video conferencing followed by a special board meeting to select candidate finalists (alternative date: October 23)</li> <li>○ October 22 (tentative): Deadline to publicly announce finalists</li> <li>○ November 5 (tentative): Finalist activities including tours of branches, formal interviews with the board, interviews with MCL managers, and a public reception</li> <li>○ November 6 (tentative): Special board meeting to select top candidate</li> </ul> </li> </ul>
6	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Meeting was adjourned at 12:50 p.m.</li> </ul>

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.