

**Chelsea District Library Board of Trustees
Minutes of Special Meeting**

Tuesday, June 25, 2015 8:30 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Elizabeth Sensoli, Jerry Wilczynski, Gary Zenz, Susan Brown, Jan Carr, Charlie Taylor.

Trustees Absent: Robin Wagner – with remote access.

Staff: T. Lancaster, K. Sulecki, L. Ballard.

Guests: None

Welcome and Call to Order

E. Sensoli called the meeting to order at 8:36 p.m.

Agenda Review and Additions

1. Search Committee recommendation for Director Search.

MOTION made by C. Taylor, SECONDED by J. Carr to approve the agenda as presented.

Discussion: None

All Ayes: 6-0

Public Comment:

None.

Discussion Item #1: Hiring of the Director's Search Consultant

G. Zenz led the discussion.

The CDL Personnel Committee members R. Wagner, J. Carr and G. Zenz met Friday, July 19 to conduct preliminary phone interviews with Holland & Associates from Chelsea, John Keister & Associates from Chicago and Bradbury & Associates from Kansas City. The committee found that Holland & Associates had no previous experience in library placement and removed them from further consideration.

The search committee is comprised of CDL Board Members Jan Carr, Charlie Taylor, and Gary Zenz, as Committee Chair. Staff members are Keegan Sulecki and Patti Roberts. Community, at large members are Aubrey Martinson and Peter Feeney. The search committee met June 22 and June 25 to conduct phone interviews with John Keister & Associates (JK&A) and Bradbury & Associates. Although expressing the highest confidence that either firm could conclude a successful search and hire it was thought that the JK&A's "front end" website approach would: (1) highlight the uniqueness of our community, (2) amplify the role of the library in our community (3) identify the challenges and opportunities facing the new director and (4) provide a more "custom" fit to our leadership needs.

The search committee unanimously recommends retaining John Keister & Associates at a cost of \$19,000.00 to \$20,000.00 flat fee which includes travel & all other expenses. JK&A is well

connected in the library world and will create a application website for the position after visiting with staff & the community.

The candidate review process will include a five question essay response to questions crafted by JK&A to elicit the candidates fit to our need. SKYPE and follow on phone interviews will be conducted as necessary.

It is understood that the Search Committee has recommendation authority only and the CDL Board of Trustees have approval of who is hired. JK&A guarantees a successful search and hire result for one year. Should the hire not fit the position or withdraw, JK&A would conduct a new search at no additional cost to the CDL.

The Personnel Committee needs to review the salary range and benefits to be posted for the director's position.

It is understood that the search committee would manage the recruitment process until the final three to four candidates are selected. The CDL Board of Trustees will manage the final interview process which will include a public forum.

MOTION made by C. Taylor, SECONDED by S. Brown to move Discussion item #1 Director Search Consultant to Action Item #1. Discussion: None All Ayes: 6-0

Action Item #1: Hiring of the Director's Search Consultant

MOTION made by G. Zenz, SECONDED by J. Wilczynski to approve retaining the firm of John Keister & Associates to conduct the search for a new director for the Chelsea District Library at a cost of \$19,000 to \$20,000. Discussion: None. All Ayes: 6-0

Public and Board Comment:

Thank you to R. Wagner for spearheading the meeting on Friday, June 19, 2015.

Other Items: None.

Adjourn:

MOTION made by G. Zenz, SECONDED by J. Wilczynski to adjourn the meeting at 9:25 p.m. All Ayes: 6-0

Gary F. Zenz

7/21/15

Gary F. Zenz, Board Secretary

Date