

LA GRANGE PUBLIC LIBRARY BOARD MINUTES

Special Board Meeting

Tuesday February 5, 2008

7:00 p.m.

Present: Bill Coffee, Caroline Coryell, Becky Spratford, Rose Taylor, Steve Wolf, Jane Byczek
Absent: None
Staff: None
Presenters: Alice Calabreze (by remote phone hook-up)

Meeting was called to order by President Bill Coffee at 7:04 p.m.

After some preliminary remarks, Bill called Alice Calabreze, to bring her into the meeting, at about 7:13 p.m.

Alice explained several options open to the Board to help recruit and hire a new Director. Both Oak Park and Tinley park initiated a nationwide search, which entailed having to fly candidates in, put them up for a least one night and pay their expenses. Although Becky Spratford and Jane Byczek had initially thought this would be a good idea, the expense and other problems involved did not seem worth it. Alice pointed out that with so many libraries in the northern section of Illinois, there are probably a number of candidates available to us.

Alice pointed out a few qualifications we would need to look for in a successful candidate:

- management and budgeting experience,
- leadership and planning capability,
- a vision for the Library and how it relates to the community,
- a positive relationship with Board and staff.

Alice was told that Steve Moskal was leaving a file of information for a new Director containing who to go to on the Village staff, when the budgets are due, job descriptions for himself and the staff, and other pertinent information.

Alice was asked about promoting a senior staff member or, Rose Taylor asked, a Board member. She pointed out that a Board member would be required to resign from the Board, now before any more meetings on this were held. A staff member would have a difficult time being accepted unless they were already an Assistant Director and were highly qualified. She felt it would be better for everyone if the new person came from outside. She also felt that if a candidate (or several candidates) were to be called back for a second or perhaps third interview, senior staff should be involved in these later interviews.

If the Board were to use a "Committee of the Whole" to interview candidates then questions and format should be decided on before hand so that the committee spoke as one voice.

The requirements of a new Director should be decided on first, what is most important, next most important and so. This should be done ASAP as May 31 is not that far off.

Salary was touched on and needs to be gone into thoroughly before ads are placed. Alice said she would be happy to vet our ads if we like.

Some requirements might be: a vision for the Library, experience with management and budgets, willing to be involved with the community, able to motivate the staff, willing to work with full Board, etc.

Alice suggested the Personnel Committee write some ad ideas and she would tweak them for us. She mentioned that some libraries hire Human Resource consultants to do the hiring. however the

She liked the idea of sending out a packet of information to prospective candidates and suggested some things the candidates would need to know, such as: the size of the community, size of new library building and staff, how much Board, staff and community involvement would be expected.

She said some people can be pre-screened by phone interviews or they can be vetted through their letters in answer to the packet we sent out.

She suggested we narrow our actual interviews to not more than three people. We should have a list of about ten or so questions and try to stay on script, not go off on tangents. Let the candidate ask questions as this will show how he/she is thinking about the job. She said we should not take any prospective candidates on a tour of the building, although a candidate may come out and take a look around on his/her own (in fact, a good candidate would probably do so).

She suggested using an assessment form for use in evaluating a prospect answers and attitude. Do not tell prospects they are disqualified, tell them we will make a decision by such and such a date and they will hear from us after that.

Alice said she will be happy to help in any way she can, by critiquing ads, looking over the interview questions, etc.

A list of ideas Board members came up with, which they feel would be some of the requirements for a new Director were: a vision, putting patrons first, patron service, personable, able to bring Board and staff together, along with management, budget and technological experience.

Alice went off line at 8:05 p.m.

There followed discussion of the information she presented. It was suggested the Policy and Personnel committees hash out the information given us and write some ads after vetting the job description from Steve and ESC, Then Alice could go over the ads and help them write the final version.

Jane asked the Board to come up with ideas and e-mail them to her before the planned February 12 meeting (preferably before Saturday, February 9) so she can come up with some concrete ideas.

The Board discussed some tentative ideas about the kind of person they would (ideally) hope to hire.

Alice had suggested there be a 2 week break between Steve's departure and the new person coming on board, to give the staff and Board a chance to have a going-away party for Steve and have a short "mourning" period.

Becky suggested we ask candidates how they would handle certain situations and problems.

It was again pointed out that we should encourage the candidates to ask questions of the Board, as they are "vetting" us too.

Motion to adjourn was made by Caroline Coryell, seconded by Steve Wolf.

Meeting adjourned at 8:47 p.m.

Respectfully submitted,

Caroline Coryell
Trustee