



# Library Board of Trustees Search Committee Special Meeting October 23, 2012

## *MINUTES*

**Anyone requiring these minutes in an alternate format, such as large type, Braille or an audiotape, please contact the Library at 384-3150.**

Location:	Central Services, 5205 Northwest Drive, Bellingham, 384-3150 (Note: “Library” refers to the Whatcom County Library System-WCLS.)
Present:	Trustees: Deb Lambert, Jamie Amend, Fred Haslam  Consultants: Dan & Jobeth Bradbury  Search Committee members: Regan Robinson, Public Services Manager; Jennifer Dixey, Design & Process Manager; Dianne Smith, Union President; Christina Read, HR Manager; Leaf Schumann, Deming Library Friend
Call to Order:	The meeting of the Director Search Committee was called to order at 8:40 a.m.
Introductions	The Bradbury’s introduced themselves and their company, Gossage-Sager, Bradbury Associates to the Search Committee.
Structure and roles	The Search Committee will work through the recruiting process for a new Library Director to the point of selecting 3-4 finalists for on-site interviews. The Board of Trustees plan to invite the Search Committee members to participate in the final on-site interviews along with the Board of Trustees. The Board of Trustees has the final authority to select the new Library Director.
Schedule	The Bradbury’s provided an overview of their recruiting process.  The job posting will be open until December 30, 2012. Application documents will be uploaded to a secure site for review by the Search Committee members.  The Search Committee will meet with the Bradbury’s on Wednesday, January 9, 2013 from 1:00-3:00 pm to review applications and select semi-finalists for Skype interviews.  Skype interviews with semi-finalists will occur on Monday, January 14, 2013 and Tuesday, January 15, 2013, between 12 noon and 5:00 pm on both days.  Finalists will be selected for on-site interviews at the end of the day on January 15.  Final interviews will be held over two days with all candidates present during the same time period. Applicants will meet with staff groups on the first day. The second day will begin with a public community forum, followed by a formal interview by the Board of Trustees, together with members of the Search Committee. Final interviews will be held on Friday, February 15 and Saturday, February 16, 2013.

Marketing Plan	The job posting will be entirely electronic and will be placed on approximately 45 different websites. The Board of Trustees has approved a \$1,500 marketing budget for these postings.
Key Attributes	The Bradbury's have surveyed the Board of Trustees and Search Committee members regarding key attributes necessary for the new Director. This information will be combined with input from the focus groups to create the job announcement.
Staff meetings/ Other Input	The Bradbury's have scheduled six staff focus groups and will also be meeting with Friends and Foundation representatives as well as members of the Whatcom Libraries Collaborate group. Staff will also have the opportunity to provide input via email if they were unable to attend a focus group or if they have further input they wish to provide.
Confidentiality	Meetings that include a quorum of the Board of Trustees are subject to Washington's Open Meeting laws and records of those meetings are public record. The Board of Trustees has the ability to meet in closed session to discuss applicants and their qualifications. No deliberation among Board members may occur outside of a scheduled meeting. No decisions may be made during closed session.
Adjourn	Meeting adjourned at 10:30 a.m.

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 Deb Lambert, President

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 Date