



Library Board of Trustees

Special Meeting, Director Search Process

October 22, 2012

MINUTES

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Location:	Central Services, 5205 Northwest Drive, Bellingham, 384-3150 (Note: “Library” refers to the Whatcom County Library System-WCLS.)
Present:	Trustees: Jamie Amend, Fred Haslam, Deb Lambert, Tom Burton, Lis Marshall Staff: Joan Airoidi, Director, Christina Read, Mary Haslam Also Attending: Dan and JoBeth Bradbury, Bradbury Associates
Call to Order:	The Special meeting was called to order by Deb Lambert, Board Chair, at 9:00 a.m.
Introductions:	Trustees introduced themselves, stating how long each has served on the board and describing his or her background. Mr. and Ms. Bradbury outlined both their library and consulting experience.
Clarification of Roles:	Mr. Bradbury described the role of the Search Committee in a Director Search as usually being comprised of trustees, staff, members of Friends of the Library groups and citizens. The committee generally would be in charge of the process through the semi-final interviews with 5-7 candidates and then recommend 2-3 to the Board for final interviews. He stated it is critical for the board to define how the Search Committee is to proceed. The group determined that it would follow the general process outlined above and invite the Search Committee to be part of the final interviews.
Timeline for Search Process	Mr. Bradbury described the process Bradbury Associates follows to learn as much information during this first visit from board, staff, Friends and Foundation, from which they will create an advertisement for the position, which will be placed first in Washington and then in an increasingly wider area to encompass the whole country plus areas in Canada. He and Ms. Bradbury will also make personal contacts through their network to recruit possible candidates, and then will review all candidates’ application materials. They will make initial phone contacts with the candidates and then prepare a summary for the Search Committee. A second visit will work with the Search Committee to narrow the pool to 7-8 candidates to invite for an interview via Skype. The Search Committee will then narrow the pool to 2-3 finalists who will be asked to in-person interviews. Bradbury Associates recommends the final candidates visit Whatcom County at the same time for 2 days. The first day would include opportunities to meet with staff, tour branches, and possibly have a public forum. The second day the board would conduct interviews with each candidate and come to a decision. Trustees agreed that

	<p>the Search Committee should be included in the final interviews and decision process.</p> <p>Trustees reviewed the timeline prepared by Bradbury Associates. Because of individual schedules, they agreed to move final in-person interviews until February 15 and 16, which will likely extend the new director’s start date until April.</p> <p>Trustees then discussed the options for interim leadership until a new director is in place. Options include an internal staff person or staff team, or a temporary outside director that Bradbury Associates could identify.</p>
Search Advertising Budget	<p>Mr. Bradbury reviewed the proposed marketing plan, and presented a draft advertising budget. Mr. Amend suggested added University of British Columbia to the list, and Ms. Bradbury requested Ms. Read provide local digital advertising resources.</p> <p>Moved by Mr. Haslam to approve the marketing budget for postings not to exceed \$1,500. Seconded, approved.</p>
Director’s Salary and Benefits	<p>Ms. Read reviewed the current director salary and benefits, and outlined salary studies on library director’s salaries.</p> <p>After discussion of salary and benefits, and the possibility of providing some relocation assistance, trustees reached consensus that the advertised starting salary range should be \$100,000 to \$115,000.</p>
Announcements and Adjourn	<p>The meeting was adjourned at 10:12 am.</p>

Tom Burton, Secretary

Date

Mary Haslam, Meeting Secretary