

**MISSION STATEMENT:**

***The Somerset County Public Library System provides:***

- *public internet access*
- *materials and programs for reading, viewing and listening enjoyments*
- *materials and programs that excite the imagination*
- *information to resolve issues and answer questions*
- *classes and instruction to assist patrons develop their skills to search for, locate, evaluate, and effectively use information, AND*
- *comfortable and safe physical and virtual spaces*

**BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES**

**SPECIAL MEETING MINUTES**

**Monday, August 18, 2008 - 4:00 p.m.**

**Princess Anne Library Meeting Room**

Present: Board Members Kat Harting, President; Jim Riley, Vice President; Donnie Price, Treasurer; J.D. Samus, Geraldine Shelton, Deb Parker, Library Administrative Assistant Jan Gorely and Consultant June Garcia. Peter Stanford was delayed.

**CALL MEETING TO ORDER**

The meeting was called to order at 4:03 by President Harting.

A presentation was then made by June Garcia of June Garcia LLC who has been given the task of heading the search for the new Library Director.

Ms. Garcia met with various staff members to get their input as to what strengths, traits and expectations they had for a new director. She summarized these meetings stating that the staff really was looking for someone familiar with construction and fund raising, someone who was a people person who knows libraries, someone willing to go into the community and meet with County and community leaders. Some expressed that this was a rural area and not everyone would like living here. Need to find someone who liked a rural setting. Ms. Garcia stated that the Library and staff felt that the Library was leanly staffed and would like a director who would pitch in as needed. Staff also wanted to feel valued regardless of their degree status.

Ms. Garcia then proceeded to review some questions that she had for the Board.

1. Needed a better sense of the role of the Search Committee.
2. What was the advertising budget?
3. She wanted to prepare a recruitment brochure that she would send to 200-400 people in the library field who may know of someone who would be interested in the position. The brochure would include photos of the Library buildings and the surrounding county. It would talk about the community, the libraries, customer use, the job description, and the governing structure of the Library. It would give a description of the ideal candidate and the qualities desired in the candidate. It would be sent to a broad range of people that may know of a qualified candidate.

4. Recruitment of candidates usually is open four weeks and sometimes six weeks. All applications are always due on a Wednesday. June would then review the applications and summarize them for the Search Committee. She will check all references of the selected candidates and would prepare something that would compare the candidates as far as experience, previous positions, and education. She would send this information to the Search Committee.
5. The next step could be that June and the search committee or Board would then screen the candidates over the phone. This may or may not be done depending on the number of candidates. They would then narrow the group to be interviewed by the Board. Telephone interviews can take between 30 to 40 minutes and could be done by conference call. The issue of public meeting laws was brought up and June will look into Maryland's laws.
6. The next step would be to bring all the finalists in together at the same time. June stressed that it was important for the candidates to visit the area and meet with the staff. This usually takes two to three days depending on how the Board wishes to proceed.
7. The first day is an orientation day where the candidates tour the facilities, see the County and meet some of the staff. That is followed by an evening reception that the Board hosts in which all the stake holders, i.e., elected officials, leaders of the community, schools, university, Rotary club, etc. are invited to meet with the candidates. It gives the public a chance to meet and speak with the candidates. This reception can be as little as cookies and coffee or a more elaborate gathering depending on what the Board wants to do.
8. The second day is the formal interview process with the Board. Each candidate will be given questions one hour in advance that they will be expected to address at this interview. Each interview will last about 90 minutes.
9. The third day is an open forum with the Board of Trustees, staff, teachers, elected officials and anyone else who would like to attend from the community where each candidate will have one hour to make an opening statement, prepare a one page fact sheet about themselves that will be distributed to those in attendance and answer questions from the floor. Each candidate will be interviewed separately and those participants in the audience will be given a comment form to fill out at the end of each session. The Board should pay careful attention to the interaction of the candidate and the staff and other participants. June feels that just about every job is won or lost in the forum.

Discussions were then held concerning the timeframe for all of the above. It was decided that the Board would advertise in the Library Hotline publication. Ms. Garcia and the Selection Committee would try to get the ad ready for the Sept. 15 and Sept. 29 publication. Applications would be due back by October 22 and phone interviews could start the last week of October. Final candidates would be invited to a reception in the evening of November 13<sup>th</sup>. The interview process will be on Friday and Saturday, November 14 and 15. It was suggested that invitations be posted in the libraries and on the web site with formal invitations being sent to politicians, Directors of neighboring libraries and contributors to the library. A place for the open forum would be determined at a later date.

Ms. Garcia and the Selection Committee will be in close touch during this entire process.

Mr. Price left the meeting at this point.

There was some discussion among the board to make residing in Somerset County a requirement of the position but no final decision has been made.

*At 6:08 p.m. President Harting asked for a motion enter into executive session to discuss personnel.*

Ms. Parker made the motion, seconded by Ms. Shelton. (ROLL CALL) Mr. Price – yes, Mr. Samus – yes, Ms. Parker – yes, Mr. Stanford – yes, Mr. Riley – yes.

*At 6:20 p.m. President Harting asked for a motion to resume regular session.*

Ms. Parker made the motion, seconded by Mr. Stanford (ROLL CALL) Mr. Samus – yes, Ms. Parker – yes, Mr. Stanford – yes, Mr. Riley – yes.

**Meeting was adjourned at 6:21 p.m.**

Respectfully submitted,  
Jan Gorely  
Administrative Assistant