

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' SPECIAL MEETING
LAS VEGAS, NEVADA
January 22, 2014
(approved February 13, 2014)

The Board of Trustees of the Las Vegas-Clark County Library District met in a special session in the Windmill Library Boardroom, Las Vegas, Nevada, at 12:00 p.m., Wednesday, January 22, 2014.

Present: Board: K. Crear, Chair M. Saunders
R. Ence Y. Yturralde (via telephone)
S. Bilbray-Axelrod S. Moulton
R. Wadley-Munier M. Francis Drake
F. Ortiz

Counsel: Not present

Absent: K. Benavidez - excused

Staff: Jerilyn Gregory, Human Resources Director
Pat Marvel, Marketing and Community Relations Director
Karen Bramwell, Public Relations Manager

Guests: Jobeth Bradbury, Bradbury Associates/Gossage Sager Associates
Dan Bradbury, Bradbury Associates/Gossage Sager Associates
Karen Miller, Bradbury Associates/Gossage Sager Associates

K. Crear, Chair, called the meeting to order at 12:09 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Trustee Yturralde attended via telephone. Trustee Benavidez had a meeting at her workplace and was excused.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Ence moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Discussion and possible Board action regarding the search for a new Executive Director. (Item IV.A.) Chair Crear turned the meeting over to Ms. and Mr. Bradbury and Ms. Miller to discuss the search for the District's next Executive Director. Their purpose was to:

- Confirm the Board's structure for the search and the roles the Bradbury firm and the Trustees would play. Trustees would act as a Committee of the Whole in the search with candidate information being received by the Bradbury firm after which the finalist information would be communicated to the Board and District staff.
- Review the tentative schedule.

February 7, 2014 – The Bradbury firm plans to have the job advertisement approved by District staff and shared with Trustees by this time. The advertisement will contain: elements from the existing job description (such as the requirement for an MLS degree and salary range), incorporate some information from the recently completed deputy director ad and include a summary of the attributes Trustees want in a new Executive Director. The last will

be based upon the attributes survey all Trustees were asked to complete.

February 8–May 4, 2014 - Recruitment period.

The Bradbury firm will be aggressively recruiting and handling intake on the candidates. Trustees will receive bi-weekly, then weekly updates in terms of the number of applications received. No names would be public at this point. The Bradburys made a point of saying that most of the viable candidates may not submit their applications until the end of the period.

At this point, ads will be posted on close to 45 sites (the cost is included in the Bradbury fee) identified by the Bradbury firm as pertinent to the search. The ad also will be on the Bradbury firm's website, <http://www.gossagesager.com/>. The Bradbury firm will also be aggressively contacting people in the industry, starting in Nevada and moving outward, to determine who might be qualified or interested in the position.

Once applications (composed of a resume and cover letter) start coming in, the Bradbury firm completes pre-screening in the form of a telephone interview, searching social media and press coverage of the candidate as well as talking to people in the industry who may know the candidate.

May 27-28, 2014 - Semi-finalist interviews.

After seeking advice from Counsel clarifying confidentiality and the Open Meeting Law, the process will be that the Bradbury firm will conduct semi-finalist interviews via Skype and present three to four candidates as finalist candidates.

June 16-17, 2014 – Finalist interviews at the District.

These would take place over a two day period and would include tours of some District facilities, and meetings with the Executive Council, the Library Council and the District Foundation as well as an opportunity for a conversation with Ms. Goodrich. There would also be a public forum for members of the community to observe the candidates and ask questions to be followed by a meet-and-greet.

The last activity in the selection process would be an interview of each candidate by the Board. This would take about an hour for each candidate and would possibly occur in the Windmill Boardroom. There would be a list of questions that each candidate would be asked to answer, an opportunity for the Trustees to ask other questions and an opportunity for each candidate to ask questions. This will be an open public meeting.

At this meeting, the Board would be asked to vote on a candidate and negotiations would then take place with the selected candidate. Chair Crear said that she had asked Trustee Saunders and Human Relations Director Jerilyn Gregory to negotiate a contract with the Board's selection.

July 10, 2014 Board Meeting – Final vote on selected candidate.

All contract negotiations should be concluded at this time.

Trustees spent a great deal of time discussing the final interview dates and what level of participation would be required of the Board. Trustees would like the public forum to be held on the Monday evening (June 16) and the final interviews to begin between 3:00 – 4:00 p.m. on the Tuesday afternoon (June 17) to accommodate Trustee schedules.

Chair Crear requested that the Bradbury firm provide an updated timeline once the question was answered by Counsel about the ability of Trustees to participate in semi-final interviews as well as to provide more information about what will happen during the finalists' visit.

Trustees asked about spouse participation in the finalist visits. Ms. Gregory said that the District has no specific policy about this but, during the recent recruitment for Deputy Director, which included three candidates from outside Las Vegas, she encouraged spouses to come along and their airfare was covered. Gregory has anticipated the same for the Executive Director search and budgeted accordingly.

- Discuss the marketing plan, job advertisement and announcement. The job advertisement will be posted in variety of locations, discussed above, and also on the Bradbury's website. There will be links to information about the District, including the job description, the District's current budget and *Strategic Plan*. There will also be a supplemental page with community links. Many Trustees wanted to ensure that the information about the Las Vegas and Clark County community was available to provide a true picture of the area, not just what is sometimes reported in the media. The Bradburys suggested that District staff review this information prior to it being released. Trustees will be advised once the link is active. They also suggested that finalists may want to link up with a realtor during their stay to get a realistic sense of their future home.
- Discuss staff meetings and other input. The Bradburys reported that they met with the Executive Council, Library Council, Ms. Goodrich, and the Foundation Board and will visit or have visited the following branches: Windmill, Las Vegas, Enterprise, Blue Diamond and Sahara West. Several Trustees suggested that on their next visit, the Bradburys should visit one of the east valley branches such as Sunrise or Whitney. The Bradbury firm will take the information they gathered from these visits and utilize it in the search. They will also be sending an email to all District staff, asking for their input.
- Review the confidentiality requirements. There was a great deal of discussion about interviewing semi-finalists. While much of the Board wanted to get some idea of who they would be, concern about violating Open Meeting Law requirements led Trustees to ask Ms. Gregory to check with Counsel Gerald Welt regarding having a subcommittee of one to three Trustees interview the semi-finalists

along with the Bradbury firm. There was concern about a candidate's expectation of confidentiality at this level. Semi-finalists could then expect that their names would become public.

Trustees agreed that if the subcommittee would be governed by the Open Meeting Law, the Bradbury firm would then conduct the interviews of five to six semi-finalists and recommend three to four finalists to the entire Board for their final interviews. At that point, the finalists' information transmitted to Board members would become public information.

NOTE: Per a later communication from Mr. Welt, "A subcommittee of the Board is held to the same standards as the full Board except as to quorum."

Finally, the Bradburys briefly discussed transition arrangements, at which time they recommended that a team made up of several Trustees, key staff and perhaps some Foundation directors should be set up to work with the Executive Director, perhaps getting appointments with key community leaders, etc.

Chair Crear asked about the feedback from staff regarding the next Executive Director. Mr. Bradbury said that staff highly recommended a candidate in Ms. Goodrich's style. He added that firm members have been very impressed with library staff so far, saying that when he and the rest of the team went to the Las Vegas Library in casual clothes they were greeted and asked what staff could do for them.

In response to a question from Trustee Moulton, the Bradbury firm confirmed that they were also handling the search for the new Executive Director for Henderson District Public Libraries. That search would not interfere with the District's search.

**Announcements
(Item V.)**

The Risk Management Committee will hold a meeting on Thursday, February 13, 2014 at 6:00 p.m. in the Las Vegas Library, 833 Las Vegas Blvd. N., Las Vegas, Nevada 89101.

The next Board Meeting will be held Thursday, February 13, 2014, at 6:15 p.m. in the Las Vegas Library, 833 Las Vegas Blvd. N., Las Vegas, Nevada 89101.

**Public Comment
(Item VI.)**

None.

**Adjournment
(Item VII.)**

Chair Crear adjourned the meeting at 1:14 p.m.

Respectfully submitted,

Randy Ence, Secretary