

Minutes of the Meeting of the  
Lafayette Public Library Board of Control and  
Search Committee  
Special Meeting  
December 16, 2015

A special meeting of the Lafayette Public Library Board of Control and the Search Committee was held in the Library Board Room on the 3rd floor of the Main Library at 301 W. Congress St. on Wednesday, December 16, 2015. Joan Wingate, Vice President called the meeting to order at 5:03 p.m.

**I. Roll Call**

Board Members Present: Suzanne Dardeau (arrived 5:20), Andrew Duhon, Amy Goode (arrived 5:05) Jamal Taylor, Joseph Gordon-Wiltz, Joan Wingate

Board Members Absent: Adele Blue, Yung-Hsing Wu

Search Committee Members Present: Jean Kreamer, Kay Theunissen

Administrative Staff Present: Teresa Elberson, Assistant Director; Larry Angelle, Operations Manager

Bradbury Associates: Dan Bradbury, Jobeth Bradbury, Karen Miller

Other Staff Present: Nancy Hebert, Administrative Assistant

**II. Search Discussion**

Mrs. Wingate turned floor over to the members from the consulting firm of Bradbury Associates. Mr. Bradbury handed out the agenda that would be followed for this portion of the meeting (attached). After introductions of persons in attendance, the firm briefed the members, as to what they want to accomplish in the upcoming months. Mr. Bradbury stated he wished to confirm the structure of the search, specifically where the role of the search committee ends and where the board picks up. Typically, when he and his associates work with search committees they found it convenient to follow the process until the finalist are chosen. Once the search committee has refined the list to three or four finalist candidates, those names are then passed on to the board. The board would then have the ultimate responsibility for interviewing and selecting the new Library Director. He asked if this was the process the Library Board intended.

Discussion was held on this, with the consensus being that the Board had appointed the Search Committee to assist in the process, especially initially, where the Search Committee would thoroughly review the candidates and forward to the Board a short list of three to five finalists. The full Board would interview the finalists and make the selection. As all the

meetings of both the Search Committee and the Board are open to the public, any Board Member was welcome to attend the Search Committee meetings, and Search Committee members who were not on the Board could attend the Board Meetings if desired.

Mrs. Bradbury stated that the full board would be kept informed during all phases of the search. Mr. Bradbury agreed that is the way they like to approach the process, and reiterated that they would work with the Search Committee, who would recommend a short list of four or five candidates. At that point, the Board of Control would take over the process from the Search Committee as finalists are interviewed and the successful candidate selected.

Mr. Bradbury then moved to item 3 on the Search agenda. He indicated that during this discussion, items 4 through 7 would also be covered. Mrs. Bradbury proceeded to discuss the process and the tentative timeline. She stated that the Board would want to solidify the dates tonight if at all possible. Everyone needs to these secure these dates on their calendars, and Bradbury would also share the dates with candidates when they apply for the positions.

Bradbury will be making four visits to Lafayette, including the visit this week. During this visit, they have or will meet with multiple staff groups the Foundation Board, the Friends Board, and the Search Committee and Board Members. They will gather the information collected from these meetings and quickly create the first draft for the ad for the position. It will be sent to the Search Committee for review, with the hope that it can be revised and ready for advertising by December 26<sup>th</sup>. Mrs. Bradbury stated that this is a very aggressive time frame, but doable.

Once the ad is approved, Bradbury will start recruiting for the position. They plan to recruit through February 21<sup>st</sup>. During the recruiting period, they will advertise with a variety of sites. They are assertive and methodical about how they are recruiting, first starting within the state by contacting the library associations and one-on-one contacts with the public library directors and the State Library leadership. They will share the ad with those they contact, will ask for candidate nominations, and will ask these contacts if they (themselves) are interested in the position. They repeat the process in the surrounding states, and keep building this out until they have created a national search for the position. They expect to speak with between 350 and 400 colleagues, tailoring the search to the local community and the local library. They anticipate that by the close of applications on February 21<sup>st</sup>, there would be between 15 and 20 qualified candidates for the position. Bradbury will handle the entire intake during this process, including asking candidates for cover letters and resumes. They will have these candidates fill out a questionnaire customized for the Lafayette Public Library. They will check social media and news media sites, and do other reconnaissance on the candidates. They compile this information into a spreadsheet and upload this and all of the candidates' documents into a Dropbox account for the Search Committee's access. The Search Committee uses the information to determine who is most qualified, who isn't qualified, and who's minimally qualified. Mrs. Bradbury stated that they prefer if the Search Committee looks at the full candidate list, rather than just the top candidates list. While some search firms pick top applicants to recommend, Bradbury prefers that the Search Committee look at the applicants without Bradbury's opinion or bias.

Mrs. Bradbury proposes March 7<sup>th</sup> for their second visit. This would be a two-hour meeting with the Search Committee to discuss selecting, ideally, 6 to 8 semi-finalists. During that time they will share what they've learned about the candidates in addition to the documentation that had been previously submitted.

The schedule would move quickly, with interviews with the semi-finalists on March 14<sup>th</sup> and 15<sup>th</sup> via Skype. Bradbury would be in Lafayette for these interviews. Bradbury will handle

logistics for these interviews and will provide draft questions to the Search Committee. Following these interviews, the Search Committee will work with Bradbury to select the finalists. Bradbury also checks references on the finalists.

Bradbury allows a couple of weeks between the semi-finalist and the finalist interviews. Mrs. Bradbury suggests bringing all the finalists to Lafayette simultaneously on March 28<sup>th</sup> and 29<sup>th</sup>. It's up to the Library Board how to structure the two days. During the final two days, the consulting firm has a feedback mechanism that gives the applicants the opportunity to meet with staff groups, local government officials, and other stakeholders – asking and answering questions, or simply a meet and greet. The candidates tour the libraries, the community, and are connected with a local realtor. Often libraries hold a public forum that Bradbury runs to give others the opportunity to meet the candidates for the position. There is opportunity for anyone who met the finalists to give feedback to Bradbury, which is then shared with the Board. The final event would be on March 29<sup>th</sup> and would be finalist interviews with the Board. The successful candidate would be contingent upon a successful background check. The successful candidate would likely begin in mid-to late May.

Discussion took place on the dates and times for the meetings and interviews, and the open meeting process for interviewing. Dr. Kreamer asked if the interviews could be recorded for those who could not be present to listen to at a later date. Finalist interviews would be scheduled on March 29<sup>th</sup>. They are 90 minutes each, plus time for the Board to discuss.

A motion to approve these proposed dates and times for the selection process was made by Jamal Taylor and seconded by Joseph Gordon-Wiltz

March 7<sup>th</sup>: 2<sup>nd</sup> visit 5 pm -7 pm (Search Committee)

March 14<sup>th</sup> and 15<sup>th</sup>: Skype Interviews with the semi-finalists 5pm-9pm (Search Committee)

March 28<sup>th</sup> and 29<sup>th</sup>: finalists visit

28<sup>th</sup>: Public Forum, if held, will be this evening, with time and location to be determined

29<sup>th</sup>: Finalists interviews and board discussion – 5:30 – 9:30 p.m. (Full Board)

Yeas: Dardeau, Duhon, Goode, Gordon-Wiltz, Taylor, Wingate

Nays: none

Abstain: none

Absent: Blue, Wu

The motion with the schedule for the selection process was approved.

Bradbury will distribute the approved schedule to the Board and Search Committee and will work with library staff to reserve the appropriate meeting spaces.

Mr. Taylor asked about the difference between the job description and the ad for the position. Mr. Bradbury discussed that there may not be a current job description for the position, but that they can assist with working on one. The job announcement contains a shortened version of the job duties, but emphasizes the benefits of Lafayette and the library system, since the goal of the announcement is to entice people to apply for the job. Discussion continued on a

draft job ad that had been discussed in a prior Search Committee or Board meeting. A copy will be provided electronically to Bradbury for their consideration in developing the announcement.

Mr. Bradbury cautioned against setting the bar and expectations for experience for the new director too high, so that otherwise qualified and excellent candidates can be considered. He suggested three to five years experience be the appropriate range. Those present thought that this was within the range of experience in the draft that they had previously reviewed.

Mrs. Bradbury distributed the marketing plan as to where the job announcement will be advertised. Bradbury will update the Search Committee and Board generally every two weeks on how the process is working. Mrs. Bradbury encouraged sharing these updates with staff.

Discussion took place on staff meetings and other input. Mr. Taylor asked if staff input and 'wish list' items would be shared with the successful candidate. The Bradburys responded that they will share staff and board input with the candidates so the candidates are aware of everyone's expectations. They reported that staff seemed positive about the search process and excited about where the library goes next now that most of the buildings are complete. The Board and Search Committee responses to the survey were distributed with comments that the group shares a common vision for the next director.

Discussion continued on the job announcement, including the salary range, job closing date of February 21<sup>st</sup>, and process to finalize the announcement, with Board President Wu to make the final decision.

Mr. Bradbury repeated that all were awaiting a final legal opinion regarding the open meeting vs confidentiality aspect of candidate applications.

Councilman Kenneth Boudreaux has recused himself from the Search Committee to avoid any appearance of conflict of interest with his Council seat. Mr. Duhon said he had spoken to Councilman Boudreaux about possibly making a recommendation for a replacement. He would pass this recommendation on to the Board President for consideration.

There were no additional comments or questions about the search process.

### **III. Comments from the Library Board**

Ms. Goode asked if this timeline had been run by Ms. Dombourian and if this worked with her planned retirement date. Mrs. Bradbury said she would double-check with Ms. Dombourian. Dr. Dardeau stated that Ms. Dombourian had notified them early in the year that she would be retiring 'in the Spring', but that no date had yet been announced. The Bradburys stated that ideally there would not be overlap with the Directors, as this only causes confusion for the staff.

### **V. Announcements**

Mrs. Wingate reminded the Board if they haven't yet done the required Ethics Training Certification for Public Servants that this is due by December 31, 2015. She also reminded the Board that the December 21<sup>st</sup> Regular Board Meeting has been cancelled.

### **VI. Adjournment**

Jamal Taylor made a motion to adjourn. The motion was seconded by Ms. Goode. The motion was unanimously approved. The meeting was adjourned at 6:22 p.m.