

Minutes of the Meeting of the
Director's Search Committee

March 7, 2016

A meeting of the Director's Search Committee was held in the Library Board Room on the 3rd floor of the Main Library at 301 W. Congress St. on Monday, March 7, 2016. Yung-Hsing Wu, President of the Board and Search Committee Chair, called the meeting to order at 5:04p.m.

I. Roll Call

Search Committee Members Present: Suzanne Dardeau (arrived 5:45), Andrew Duhon, Jean Kreamer, Kay Theunissen, Joseph Gordon-Wiltz, Yung-Hsing Wu

Search Committee Members Absent: none

Consultant: Karen Miller, Bradbury Associates; Dan Bradbury (via Skype, 5:25-6:55)

Non-Search Committee Library Board Members Present: Amy Goode (arrived 5:05), Jamal Taylor, Joan Wingate (arrived 6:10)

Administrative Staff Present: Sona Dombourian, Director; Larry Angelle, Library Operations Manager

Members of the Public: none

II. Introductory Comments

Dr. Wu introduced each person in attendance. Ms. Miller stated that Dan Bradbury would be joining the discussion later in the meeting via Skype.

III. Applications Received for the Position of Library Director

Dr. Wu announced that thirteen applications were received for the position of Director. She read the names and current position of each applicant. The list and the qualifications matrix are attached as part of these minutes.

Ms. Miller stated that the process Bradbury Associates recommends is, in open session in accordance with the law, for the Search Committee to do a preliminary ranking of candidates. This ranking would be used to start the discussion of the candidates and help facilitate narrowing the field to semi-finalists. Generally, Bradbury Associates recommends having six to eight semi-finalist candidates, but said that the Search Committee can recommend as many or as few as they wish. Accordingly, Ms. Miller asked the Search Committee members to list their top five candidates in rank order. She then tabulated the results as follows:

Listed by	Last name	Composite score
6	Brooks	18
5	Settoon	15

4	Golrick	12
3	Machie	11
3	Gillane	7
2	Barron	9
2	Beame	8
2	Lyshol	6

IV. Discussion of applications

Dr. Wu stated that the Search Committee may go into Executive Session to discuss the character and professional competence of each applicant in accordance with La. R.S. 42:17(A)(1). She stated that, per State law, the candidates were notified of this by Ms. Miller and that none of the applicants had opted for his or her discussion to be done instead in open session.

A motion to go into Executive Session as allowed by La. R.S. 42:17(A)(1) to discuss the character and professional competence of the applicants was made by Andrew Duhon and seconded by Kay Theunissen.

Yeas: Duhon, Gordon-Wiltz, Kreamer, Theunissen, Wu
 Nays: none
 Abstain: none
 Absent: Dardeau

The motion to go into Executive Session was approved at 5:23 p.m. At that time, Angelle, Dombourian, Goode, and Taylor left the room and Dan Bradbury with Bradbury Associates was brought into the Executive Session via Skype. Dr. Dardeau arrived at 5:45 and, as part of the Search Committee, went into the Executive Session.

A motion to come out of Executive Session and return to the open meeting was made by Jean Kreamer and seconded by Kay Theunissen.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Kreamer, Theunissen, Wu
 Nays: none
 Abstain: none
 Absent: none

The motion was approved and the open meeting resumed at 6:43 p.m.

V. Selection of semi-finalists for the Position of Library Director

Ms. Miller led the process to determine the semi-finalist candidates. She asked the Search Committee to list the candidates they would like to see going forward. The results were

Listed by	Last name
6	Brooks
6	Settoon

4	Golrick
3	Machie
3	Barron
3	Lyshol
1	Beame
1	Gillane

Ms. Miller then asked for discussion as to how many semi-finalist candidates the Search Committee wished to interview. Dr. Kreamer asked for clarification about the discussion in public of professional competence. Ms. Miller said that any candidates that expressed a preference chose having their character and professional competence discussed in executive session over open session. Mr. Bradbury, via Skype, suggested that the Search Committee decide on the length of interview for the semi-finalists. He stated they usually recommend a 25 minute interview with five minutes for questions, totaling 30 minutes. He emphasized that each candidate would have the same amount of time. Discussion took place regarding the procedures and time set aside for these interviews.

Ms. Theunissen stated that a review of the list of eight candidates suggests a demarcation at six candidates. Joseph Gordon-Wiltz moved that the Search Committee invite the top six semi-finalists to move forward for interviews. The motion was seconded by Suzanne Dardeau.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Kreamer, Theunissen, Wu
 Nays: none
 Abstain: none
 Absent: none

The motion to invite the top six candidates – Adam Brooks, Paula Settoon, Michael Golrick, Juliet Machie, Allison Barron, and Linda Lyshol - for semi-finalist interviews was approved.

Mr. Bradbury asked if one or more candidates in the top six dropped out of the process, would the Committee want to advance another choice into the list. Opinions were voiced that the Committee did not wish to advance another choice at this time.

VI. Semi-finalist interview Schedule and Procedures

Suzanne Dardeau moved to limit the semi-finalist interviews to 30 minutes for each candidate. The motion was seconded by Jean Kreamer.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Kreamer, Theunissen, Wu
 Nays: none
 Abstain: none
 Absent: none

The motion to limit semi-finalist interviews to 30 minutes each was approved.

Ms. Miller said that four of the interviews would be scheduled for Monday, March 14th and the remaining two would be scheduled for Tuesday, March 15th. Following the interviews on March 15th, the Search Committee would then discuss the candidates who would be recommended as finalists to the Library Board. Dr. Kreamer asked if there would be time between interviews for discussion. Bradbury Associates stated that usually all discussion is held

until all the interviews have been completed and gave a general overview of the interview process. The interview schedule will be managed by Bradbury Associates and will be held to a strict time schedule. Ms. Theunissen asked if each candidate would be introducing themselves before the questions began. Bradbury Associates said that generally they do not suggest this since the Search Committee has cover letters and resumes in hand for each candidate. It was suggested by Bradbury Associates that as each committee member asks their question, to preface it with a brief introduction of him or herself. Suggested interview questions will be developed by Bradbury Associates.

Discussion was held about having a public forum for the finalists. Jean Kreamer moved that a public forum be held with the finalist candidates during the on-site visits. The motion was seconded by Kay Theunissen.

Yeas: Dardeau, Duhon, Gordon-Wiltz, Kreamer, Theunissen, Wu

Nays: none

Abstain: none

Absent: none

The motion to hold a public forum with the finalist candidates was approved.

Mr. Bradbury, visiting via Skype session, left the meeting at this point. Additional discussion was held regarding checking of references and other feedback on the candidates with Ms. Miller indicating that reference checking and other feedback about candidates would be done once the finalists are determined. Mr. Duhon stated he would be out of town for the semi-finalist interviews and was interested in phoning in to hear the interviews. If this can be arranged, he stated he was aware he would not be part of the quorum nor be able to vote.

Ms. Dombourian recapped that the interview portion of the meetings will be done in open session. After the last interviews, the Search Committee may then go into Executive Session to discuss the character and professional competence of the semi-finalist candidates. The Committee would then come out of Executive Session, and take any action to determine finalist recommendations in Open Session.

VII. Comments from the Public

There were no comments from the public.

VIII. Adjournment

Andrew Duhon made a motion to adjourn. The motion was seconded by Suzanne Dardeau. The motion was unanimously approved. The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Sona J. Dombourian, Secretary