

Huntington City-Township Public Library
Board of Trustees Executive Session Closed Door
May 22, 2014

Present: Juanita Buzzard, Fred Scheiber, Wil Kline, Jamie Foday, Peggy Caley, John Keister.

-The meeting to discuss personnel issues was started by John and his wife Beth by summarizing their feedback for each candidate. We discussed strengths and weaknesses and then identified six candidates to interview.

Open Session

Present: Juanita Buzzard, Fred Scheiber, Wil Kline, Jamie Foday, Peggy Caley, John and Beth Keister. Kathy Holst.

Visitor: Toni Thrasher, reporter with *Herald Press*.

-John opened by giving an overview of the next phase in the process of meeting and interviewing these candidates using his preferred "Meet and Greet" format. He also suggested that relevant community members be invited to come during this social time to interact with the candidates.

-He handed out an example to show possible schedules we could use on the weekend we bring in the candidates to meet us in person.

-He handed out examples of possible interview questions and highlighted the types of questions that will get the type of answers/information that are meaningful for us (open-ended questions); be sure to ask the same lead-in questions of all candidates; keep focus on what we want the candidate to accomplish and do for our library.

-We then selected an interview weekend date that would work for all: Friday and Saturday, June 6-7. The Board will arrive at 5:00 to begin interviews (three candidates) on Friday night and then interview the other three candidates starting at 8:00 AM on Saturday.

-We will offer mileage and flight reimbursement as well as hotel accommodations.

-John will talk to all candidates after the interviews to get their feedback; he will bring up the issue of salary range but will not offer a certain salary.

-John reminded us not to have discussion about candidates after the interviews. A "cooling off" period allows for better analysis of the candidates. We will plan to meet on Tuesday, June 10, 5:00 PM, for a closed session; we will have an open door meeting to vote on our selection at 6:00 PM; John will immediately then call the candidate to make the offer.

-John will give us a form on which we can take notes during the interview.

-John will give us a form to use on which staff will give reflection of the candidates.

-John reminded us that we will vote in Open Session and we should work hard beforehand to make it a unanimous vote.

-As far as a start date, we will wait and see how it coordinates with our needs and the new hire's needs.

-We need to decide on and prepare 10 interview questions. We will do an email discussion of this.

-We discussed the possibility of offering a \$5000 relocation stipend.

-We will still have our regular June meeting,

-Markle Committee update: Proposals were presented from architect firms for a traditional feasibility study. After discussion, Wil made a motion not to build in Markle; Wil withdrew the motion. The committee will invite some firms to present to the Board at our next meeting.

-Fred moved to adjourn; Wil seconded.