



Branch District Library MEMO

To: Branch District Library Board of Trustees
From: Director Search Committee (Martha Watson, Erica Ewers, Ben Jewell)
Date: 18 April 2016
Re: Search Update

We received 24 applicants for our Library Director position. Of those, 17 met our minimum qualifications. The Search Committee met with the consultants on Monday, April 14th to discuss the remaining candidates and to narrow the group down to a smaller group of semi-finalists.

Each member of the Search Committee had identified his/her top 5 candidates for the consultants prior to our meeting. The consultants conducted phone interviews with those people and with a few other candidates to collect more information. At our meeting, we heard their reports on the top candidates and discussed the things we particularly liked or about which we had questions. We selected 7 candidates to invite to interview with the Search Committee. The names of these semi-finalists are not public information and the interviews will be conducted in closed meetings to protect the candidates' privacy.

The interviews will be conducted via Skype technology on Friday and Saturday, April 22-23. Each will last about 35-40 minutes and the candidates will be asked a standard set of questions. One of the consultants will assist with the interviews and we have asked John Rucker to sit in as an observer (and technical consultant). At the conclusion, we will discuss the candidates and narrow the pool to 3-4 people to invite to be finalists. Once they accept, the consultants will begin reference and background checks on each person.

The finalist process will involve two days, May 12th & 13th. During the day on Thursday, May 12, the finalists will tour some or all of our branches and service areas and will meet with groups of employees. At 5:30 pm, they will all participate in a public forum at the Coldwater Township Hall. We hope that all Friends groups and all BDL and Coldwater board members will be able to attend along with any interested members of the public. Each candidate will be asked to speak on a designated topic and then will field questions from the audience. The questions will be written on cards and handed to a consultant who will screen and ask the questions. People at the public forum and employees who meet with the candidates will be asked to complete a feedback page and the Board will have a summary of all that information to consider the next day.

On Friday, May 13th, the full Board will interview the finalists. As with the semi-finalist interviews, we will be assisted by the consultants and we will ask each person a standard set of questions. We will review the feedback from the day before and the reference reports, and then we will decide on the person to whom we wish to offer our director job. The consultants will make the offer and negotiate with the selected candidate on our behalf unless we choose to handle it ourselves. If they handle it, the plan would be to have the negotiations completed, and a start date established, by May 20th.