

Minutes for December 6, 2024, Board of Library Trustees Executive Search Committee Meeting

1. Call to order and roll

Secretary Fairfax called the meeting to order at 12:00pm and took roll.

Present: Susanne Fairfax, Madhurima Chakraborty, Theodore Foss, Leigh Tarullo, Co-Interim Director

Amber Gomes, Managing Associate, Koya Partners, Tricia Sutrisno, Managing Director, Koya Partners

Motion to approve the remote participation of Trustee Foss to this meeting.

Moved by Fairfax. Seconded by Chakraborty. Approved by all present.

2. Public Comments

There were no public comments received by email or in person for this meeting.

3. Executive Director Search

Amber Gomes discussed market feedback relating to the salary range on the job posting. Based on many applicants, most are appreciative of having that range present and available on the posting, while some raised questions about negotiating that range. Comparing data among other libraries to the market average given the budget, population, and number of staff and discussion of possibly changing the salary range to be brought to the next regular board meeting, discussed with all board members.

Gomes provided an update to the executive search, noting sending outreach to over 350 contacts based on library own networks, referrals, and any feedback from the needs assessment survey. 30 individuals expressed interest, while 17 out of those 30 individuals submitted applications and Koya will be in the process of screening those applicants. The screening process includes the resume review, where if individuals meet some but not all qualifications, they would move to a phone call conversation where Gomes discusses salary, location, and the timeline process while answering questions and providing clarity to the process.

Candidates who seem a potential fit for the position will then move to a full screening with Tricia Sutrisno, where skill sets, job responsibilities and qualifications are then discussed more in detail, outlined from the position profile. The search committee discussed the timeline and scheduling for candidate interviews, all agreeing on having the interviews start in January 2025. Discussed is Koya providing an all-staff update on the process and having open office hours for staff to provide feedback and ask questions. Discussed were about providing a community update, with the mention of an open office hour.

4. Closed Session

Motion to enter closed session to discuss information relating to applicants.

Moved by Fairfax. Seconded by Chakraborty. Approved by all present.

5. Adjournment

Chakraborty adjourned the meeting at 1:55pm.