

# **Minutes for December 20, 2024, Board of Library Trustees Executive Search Committee Meeting**

## **1. Call to order and roll**

Madhurima Chakraborty called the meeting to order at 12:00 pm and took roll.

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

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

**Absent:** Susanne Fairfax

## **2. Approval of Minutes**

### **November 18, 2024 Executive Search Committee Meeting**

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

### **December 6, 2024 Executive Search Committee Meeting**

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

## **3. Public Comments**

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

## **4. Executive Director Search**

Gomes provided an update on the high-level executive search, noting the launch of the position back in October, reaching out to over 380 contacts from the Koya network. 43 individuals expressed interest in the position, with 32 of those individuals submitting applications. Discussed were the first round of interviews where 4 candidates, recommended by Koya will be reviewed in detail in closed session. Additional candidates will be reviewed and calibrated and subject to interviews, with the intent on aiming to schedule interviews with candidates in January. Gomes discussed a search summary to be provided to the board highlighting search statistics, demographics, and first round of interview details with information providing notes on candidates who made it through the rounds of interviews with feedback from the search committee.

The search committee discussed market feedback and questions about changing the posted salary range of the position, which was brought to the last regular board meeting with plans for the board to vote on at the following meeting. Discussed were an email draft, to be shared with staff and community members relating to the search process, providing information on how to be involved, including an open office hour held virtually on Wednesday, January 8 at 12 pm.

Gomes discussed questions for first round interview questions, with plans to share questions with staff, leadership, and the board. About 18 questions were proposed for interviews, with questions aligning with core competencies and skill sets that are in the job description. Questions will be centered around topics such as: staff leadership, empowerment, development, external community relations, organizational management, library trustee collaboration, and strategic leadership. The committee aims to narrow questions down to around 8 to 10, to ask candidates in the first round of interviews, then assess candidates on who will move forward to the second round of the interview process with the intention of knowing the basics from each candidate, but wanting to learn more in the next round. Each committee member will have a set of questions to ask candidates during the interviews, ensuring a smooth flow of the process while having responsibility in conducting each interview. Discussed were proposed questions to be asked in the interviews, with feedback on formatting, context, and determining which questions to ask in either the first round or second round of interviews.

### **Proposed Interview Questions**

“How does Oak Park Public Library’s work resonate with your personal mission and values? What specifically attracts you to this opportunity?”

“Can you describe a time when you coached or mentored a staff member to achieve higher levels of performance when someone on your team was struggling and they needed support?”

“Leading a team can be hard and it takes a lot of work and intention to manage others. What have you personally found to be the most challenging things about management?” What are the daily tactical things?”

### **5. Closed Session**

Motion to enter closed session to discuss recommendations of candidates for interviews.

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

### **6. Adjournment**

Chakraborty adjourned the meeting at 1:41 pm.