

# **Minutes for January 10, 2025, Board of Library Trustees Executive Search Committee Meeting**

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

Madhurima Chakraborty called the meeting to order at 12:10 pm and took roll.

**Present:** Theodore Foss, Madhurima Chakraborty, Susanne Fairfax, 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 Fairfax for this meeting.

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

## **2. Approval of Minutes**

### **December 20, 2025 Executive Search Board Committee Meeting**

Moved by Foss. Seconded by Fairfax. 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**

The search committee discussed the logistics and structure of the first round of interviews with the candidates, held on Monday, January 13 and Friday, January 17, noting the meetings are to start in open session, then closed session for the interviewing of candidates. Meetings will be recorded as audio for legal and as per Freedom of Information Act (FOIA) purposes, but will not be available to the public. The search committee, along with Koya discussed maintaining privacy and confidentiality throughout the interviews since they are held virtually. Each candidate has their own interview time for them to sign in virtually. Sutrisno discussed the community survey that was sent out on December 23, noting receiving over 200 responses in addition to hosting two open office hours, one for staff and one for the community. No one showed up for the staff office hour but one person from the community showed up and expressed their thoughts for an hour.

The community survey report was discussed, noting five questions were asked. Data was captured in a quantitative way. One of the questions: "What personal qualities should the Executive Director possess in order to be successful?" produced many responses, ranging in keywords and attributes from respondents. Some attributes were combined such as

'Intelligent/Knowledgable, Curious/Learner, Strong/Confident' to name a few. Another question asked: "What do you envision to be the top 3 key responsibilities of the Executive Director?" This question resulted in many qualities such as: staff, community, and leadership. Safety, as one of the responses, stood out the most as a frequent response from the community.

11 questions were narrowed down and shared and discussed amongst the committee members. Questions are grouped based on the different core competencies:

- Mission Alignment
- Staff Leadership, Development, and Empowerment
- External Community Relations
- Library Trustee Collaboration and Strategic Leadership
- Organizational Management

Each question was reviewed and determined as to which ones will be asked in the second round of interviews with edits and revisions made if needed, emphasizing that the questions for the first round are ones that align with the job description. Structure and administration of questions were talked about, noting each search committee member will rotate asking questions while towards the end of the interview each candidate will have an opportunity to ask questions to the committee. The committee discussed if the candidates should receive the interview questions in advance, concluding that the questions will be shared with candidates in advance.

## **5. Closed Session**

Motion to move into closed session to discuss two additional candidates to propose for first round of interviews.

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

Motion to interview the two new candidates that were proposed in closed session.

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

## **6. Adjournment**

Chakraborty adjourned the meeting at 1:55 pm.