

Minutes for January 29, 2025, Board of Library Trustees Executive Search Committee Meeting

1. Call to order and roll

Madhurima Chakraborty called the meeting to order at 6:02 pm and took roll.

Present (in-person): Theodore Foss, Madhurima Chakraborty, Leigh Tarullo, Co-Interim Director

Present (remotely): Susanne Fairfax

Also attending: 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.

A quorum was present at this meeting.

2. Approval of Minutes

January 13, 2025 Executive Search Board Committee Meeting

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

January 17, 2025 Executive Search Board Committee Meeting

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

3. Public Comments

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

4. Executive Search

The search committee provided an update from the January board meeting where trustees agreed upon the continuation of the second round of interviews and decisions made forth held by the committee. The next regular board meeting, for February will be where Koya will present an update to the full board in closed session relating to the second round of interviews. Discussed were the timeline for conducting the second round of interviews in time for the February board meeting, which has been moved up to the third Tuesday of the month, the 18th. Gomes provided an update noting the search committee reviewed 11 applications and interviewed 6 candidates in the first round. Details about the candidate pool from the first round

revealed 4 out of 6 candidates identify as male and 3 out of 5 candidates identify as people of color and 3 out of 6 identify as members of the LGBT community for individuals wondering about the diversity of the candidate pool. The search committee is looking at just the 6 candidates they interviewed from the first round, noting that applications have still been coming in, but none that are flagged as candidates to move forward into an interview.

5. Closed Session

Motion to move into closed session to discuss first round candidates to narrow down candidates for the second round.

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

The committee resumed back to open session to discuss the executive search. The committee concluded on 4 candidates to move into the second round of interviews. Discussed were the interview format for the second round, emphasizing the second round of interviews are going to be more open ended with the opportunity to go into specifics for each candidate. Two formats for the second round interviews were suggested:

- 1.) A question-and-answer interview where set questions will be asked with the opportunity to follow up, noting the duration of the Q&A for each candidate to be 60 to 90 minutes.
- 2.) Asking candidates to come prepared to present something relevant to the library, given a scenario to talk through. Noting it would be useful to learn how a candidate thinks things through while getting to know the candidate.

The committee plans to use the first format for the second round of interviews. The second round of interviews will be between the candidates and the search committee and the final round will be of 3 candidates, with the potential of in-person with the candidates meeting the full board, staff and members of the leadership team. There will be less questions for this round of interviews, opening it up for candidates to ask questions to the committee. The committee discussed two questions relating to two issues for the candidates to outline for the second round to see how prepared they are to speak to the issues with timing for additional questions while giving room for time for back-in forth. The committee will plan to share questions to Gomes, who will format and then share the questions with the candidates. The scheduling of the interviews were discussed, noting February 7th and 10th will be the two days planned for interviews (may be subject to change), with two candidates interviewed for each meeting. To confirm the availability, the committee discussed a doodle poll to finalize the scheduling of the interviews.

7. Adjournment

Chakraborty adjourned the meeting at 8:09 pm.