

**Cedar Rapids Public Library
Board of Trustees
Special Meeting - Director Search Firm Interviews
February 19, 2009**

Board members present: President Susan Corrigan, Vice President Doug Elliott, Phyllis Fleming, Harriet Kalinsky, Hilery Livengood, Joe Lock, Susan McDermott and Dennis McMenimen. Absent: Paul Pelletier

Staff and others present: Interim Library Director Tamara Glise; library staff members Patricia Holderness, Karen Johnson, Roger Rayborn, Sue Stannard, Miriam Pollack (LAC) and Greg Ford (PAR Group).

This meeting was rescheduled from June 12, 2008; however, the firms that had been chosen to be interviewed were kept informed of the libraries progress after the flood. The two firms selected from the Director Search Firm RFQ to be interviewed were: Library Associates Companies (Miriam Pollack representing) and the PAR Group (Greg Ford representing).

A. Call to order - Susan Corrigan

B. Director Search Firm Interviews

a. Process for Interviews

McDermott reiterated that one of the Board's key responsibilities is to hire a director and then explained the process that would take place today. Board members were in agreement that the timeline was not as important as hiring the right candidate for the director position. Corrigan stated that important that we bring in a director early in the process of our rebuilding project. McDermott reminded the Board of the evaluation process and handed out a list of questions that required answers during the interview. All Board members present will participate in the interview process; each firm will be allowed fifteen minutes for a presentation without interruption and twenty minutes for questions.

b. Interviews of Prospective Search Firms

Both candidates gave a brief overview of their employment history and current job responsibilities. They also distributed a new proposed contract and/or a timeline. Topics discussed during the interview process were: who would handle our search for a director, how they would recruit candidates, criteria that would be used to select the right director for our library, reference checking, engaging community input in the process, any other possible fees that the library could incur above the contract and terms of payment if the interview process would need to be redone.

C. Selection of Search Firm

McMenimen made a motion to accept the LAC proposal and Fleming seconded. The motion passed unanimously.

D. Adjournment