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APPROVED 1/25/2022
LIBRARY BOARD OF TRUSTEES MINUTES
January, 11 2022

ATTENDEES

Library Board Members: Chairperson Bonnie Rogers, Vice Chairperson Heather Martin Maier; Trustees Jill Harper, Kate Garrahan, Elizabeth Tattersall

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Human Resources Director Wendy Lang; Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

Barb Wilson commented that she is here because she is interested in the process of hiring a new library director. She noted that this is a big responsibility and very important for the Douglas County Library. She stated that she supports the library board and what they've been doing and that she is just interested in what's going to happen moving forward.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the agenda. Trustee Kate Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON THE LIBRARY DIRECTOR RECRUITMENT, INCLUDING: PRESENTATION, EVALUATION, AND POSSIBLE SELECTION OF AN EXECUTIVE RECRUITER FIRM BASED ON PROPOSALS RECEIVED BY THE

HUMAN RESOURCES DEPARTMENT; AS WELL AS CONSIDERATION OF TIMELINES, COSTS, AND OTHER RECRUITMENT POSSIBILITIES. [Action]

Human Resources Director Wendy Lang stated that at the request of the board the Human Resources Department put out a solicitation requesting proposals from professional search firms. Four requests were made, two declined and one recommended two other firms which requests were made for proposals from them. Three professional search firms responded; Ralph Anderson and Associates, Management Partners and CPS HR Consulting. Those proposals were included in the packet with a one page overview of those proposals which include the firms' library experience, timelines and costs. Human Resources Director Lang indicated that it is up to the board how they want to navigate the process whether the board wanted one representative from the board work with HR similar to the last recruitment. She recommended that Human Resources be involved in working with the consultant and a representative from the board. If the information the recruiting firm gathers from the candidates is reviewed by three or more members of the board it would have to be made available to the public as well to abide by the open meeting law. Trustee Jill Harper asked if the library pays these costs is that a guarantee that these firms will find someone and Ms. Lang stated that none of these firms can guarantee they are going to find someone. Each have put in placement guarantees about being able to conduct the search again if a successful candidate isn't found and that they can guarantee that they won't charge the search fee but the other costs such as advertising and travel expenses will be incurred again. The board discussed the three firms and their proposals and it was agreed that the recruitment cannot be done strictly electronically which is what Anderson and Associates proposed they would do. Chairperson Rogers stated that Management Partners doesn't have a lot of experience with recruiting library directors and that CPS seems to have more experience in that area and Trustee Tattersall agreed. Vice Chairperson Heather Martin Maier stated that she liked how Management Partners had mentioned they have a strong network while the others had said they have built databases throughout the years. She noted that the difference between a network and database is that with a network conversations are had and relationships are made and there are established connections rather than a name and address on a list that was given by a referral or from an association meeting that is then placed in a database. She stated that what the board is looking for from these firms are their approach to getting to those people who are not looking for a job right now but can be persuaded by selling the library's strong points to a potential candidate and that is why she liked CPS and their aggressive approach to the recruitment process. Trustee Garrahan noted the added costs the firms' mentioned on top of their fees and that she feels Human Resources has done everything that was lined out in the proposals and doesn't think the board should spend \$25,000 to have someone else do this for the board when Wendy just introduced Cindy as Human Resources' professional recruiter. The board has what they need in house they just need to fine tune what they did the first time and Trustee Tattersall commented that what the board does not have in house is the ability to go out and ask existing library directors and people who aren't necessarily looking for a job if they would like to consider this position and that is one of the biggest advantages of hiring a firm. Chairperson Rogers reminded the board that they have legal responsibility for the operation of this library and they have a fiduciary responsibility to select and evaluate a director which is a major responsibility for the board and the board should try their absolute best to find the right person and fit for this library and an executive recruiting firm is best to do that. Trustee Harper stated that she would like to find someone as quick as possible in order to relieve Julia of her interim

duties and thinks that an executive firm would be the best to do that and find the best fit. Vice Chairperson Martin Maier agreed with Trustee Garrahan that \$25,000 is a lot to invest but she is inclined to take the chance because although there are no guarantees it's a good time for those candidates who aren't looking for a library director position to be approached and given that opportunity and candidates are more than likely to answer to an executive recruiter than ads they see posted on a job board. Vice Chairperson Martin Maier asked where from the library's budget would the \$25,000 be pulled from and interim Director Julia Brown explained that she spoke with Chief Financial Officer Terri Willoughby with Finance and she told her that there are funds available in the gift fund and that would be the easiest route to take and that the board could not use the opening fund balance because those funds cannot be used for operating expenses and this is considered to be an operating expense. She stated that the board could also use the greater than anticipated funds which comes from the sales tax revenue that was greater than what was expected but that would have to be augmented and taken to the board of commissioners for approval. Julia recommended using the gift fund.

Chairperson Rogers asked for public comment.

Barb Wilson commented that she was involved in the panel interviews and that interviewing on Zoom doesn't cut it. There isn't a sense of who the person is and she found herself paying more attention to the Zoom rather than what the person was saying. It was difficult to concentrate on the questions and the answers and the person in general. She noted that the panel interviews that were done in person which she was not involved with were much more relevant. The firm that wants to do everything by Zoom doesn't seem appropriate for the importance of this decision.

MOTION/VOTE:

Trustee Harper made a motion to select CPS to research and find candidates. Chairperson Rogers made a second. There being no further comment, the motion was not unanimous with 4 in favor and Trustee Garrahan opposed.

Human Resources Director Lang stated that Human Resources will initiate the process with CPS. She will bring a contract from CPS to the board and at that time the board can decide where to expend those funds that CPS proposes in the contract. The board will also wait until the contract is completed to decide who will be the hiring managers and points of contact for the board and Human Resources.

4. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 10:49 A.M.