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APPROVED 5/24/2022
LIBRARY BOARD OF TRUSTEES MINUTES
May 4, 2022

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Trustee Bonnie Rogers made a motion to approve the agenda. Trustee Elizabeth Tattersall made a second.

Deputy District Attorney Cynthea Gregory informed the board that there was a misprint on the agenda noticed after posting. This was a typographical error and did not violate open meeting law. The error was corrected and the agenda was reposted appropriately.

Chairperson Martin Maier asked for public comment. There being no public comment, the motion carried unanimously with a 5-0 vote.

3. OVERVIEW, DISCUSSION AND TRAINING FOR TRUSTEES ON THE LIBRARY DIRECTOR RECRUITMENT PROCESS, INCLUDING BUT NOT LIMITED TO: THE STRUCTURE OF THE INTERVIEWS, EVALUATION OF APPLICANTS, AND SELECTION OF FINALISTS. PRESENTATION BY CPS HR CONSULTING & DOUGLAS COUNTY HUMAN RESOURCES DEPARTMENT.

Andrew Nelson with CPS via Zoom provided the board with an outline on how the evaluation process will work and their role during the questioning process. Interview questions were given to the board for their review and it was determined that Interim Library Director Christine Vido would ask the questions. Chairperson Martin Maier stated that she had submitted an interview question about staff development and how that would be handled or pursued but it wasn't on the list of questions for these candidates. Andrew stated that he did not have a record of that question but indicated that this would be a good platform to respond to a question like that. He noted that that question can be added to the list or one question can be dropped and replaced with this one to keep the amount of questions the same. Chairperson Martin Maier read what she had submitted to CPS and Trustee Rogers as she was very explicit on what she wanted for a staff development question. She wrote, "I would like a question relating to how the candidate has fostered staff cohesion, career development and training in the past and how they would propose to do so in the future. This would be more focused on development and training than the broader unifier trait." She stated that she is trying to focus on development and training because it's something that in the past year the trustees have agreed is an area that needs to be more focused on. She noted that this type of question needs to be discussed at some point in the interview process whether it is at this time or at the finalists interview. Andrew suggested swapping out question number nine and address that question at a future opportunity and the board agreed that question nine would be a good question for a finalist. Christine read what the question that Chairperson Martin Maier is requesting. "How have you fostered staff cohesion, career development and training?" It was agreed that this question would replace number nine and the questioning will end at question number eleven. In regards to follow up questions, Andrew went over a list of do's and don'ts that was provided to the board in their packets and noted that when in doubt don't ask at all. The board can always consult with council or HR if they are unsure of a question they may want to ask. Chairperson Martin Maier asked if it would be appropriate to ask the question about the candidate's interest in the area and it was agreed that that would be added to question number 1 that will read, "Tell us about yourself, your qualifications, your interest in this position and in this area?" In regards to ranking the candidates, Andrew stated that the board using a 1 to 3 ranking system, 1 most preferred and 3 least preferred, will rank each candidate on their ranking sheet after the interview is complete. Once all interviews are complete each board member will state their ranking and Andrew will evaluate and review with the board.

4. INTERVIEW OF APPLICANTS FOR THE LIBRARY DIRECTOR POSITION, SELECTION OF APPLICANTS TO MOVE FORWARD IN THE RECRUITMENT, AND DISCUSSION ON THE NEXT STEPS IN THE PROCESS, INCLUDING CONFIRMING THE SCHEDULING OF AN OPEN HOUSE AND FINAL INTERVIEWS. APPLICANTS TO BE INTERVIEWED ARE: TIMOTHY

DEGHELDER, DEBRA GREENACRE, COLLEEN KILBREATH, AND COURTNEY OBERHANSLI. (LISTED IN ALPHABETICAL ORDER.) [Action]

The board and the candidates introduced themselves and the candidates were given 15 minutes to ask their questions to the board before the interviews took place. The candidates had 40 minutes to answer the questions asked by Christine. The interview questions were as follows:

1. Tell us about yourself, your qualifications, and your interest in the position and in this area?
2. (Statement): Candidates may use this time to ask the board pertinent questions about the Library and the position.
3. As the director, what steps would you take to familiarize yourself with the area to become an active participant in the community as director?
4. Describe your style of leadership and what assets you feel you will bring to the Douglas County Public Library staff?
5. Please share with us what you feel are one or two of your accomplishments that reflect your personality and work style that will influence your role as director?
6. What is your decision-making process to keep the board informed of patron complaints, praise, or concerns?
7. Explain what you feel the working relationship between the Library Board of Trustees and the director should include to provide the best environment for the library?
8. What do you view as the primary relationship with a Friends of the Library organization and how will you cultivate that relationship in Douglas County?
9. How have you fostered staff cohesion, career development and training?
10. Share an example of a time you worked cooperatively with the State Library to deliver programs, services, or resources to your library?
11. Describe a difficult budget or financial experience you've had to overcome and what was your specific responsibility managing the solution?

LUNCH RECESS AT 12:34 P.M.

RECONVENED AT 1:00 P.M.

Each board member gave their ranking of the candidates on the 1 through 3 ranking scale as described earlier and deliberated after the scoring.

Vice Garrahan – #1 Debra, #2 Tim, #3 Colleen

Trustee Tattersall – #1 Debra, #2 Tim, #3 Colleen

Chairperson Martin Maier – #1 Debra, #2 Tim, #3 Colleen

Trustee Rogers – #1 Tim, #2 Colleen, #3 Debra

Trustee Doughty – #1 Tim, #2 Colleen, #3 Debra

Andrew compiled a spreadsheet with the boards' rankings and based on the scores Andrew noted that there is a high degree of consensus on Debra and Tim. If the board decides to go with two candidates moving forward, that would take Colleen off the table. The board shared their thoughts on why they ranked some of the candidates higher than others. In summary the board's comments are as follows:

Colleen

Trustee Tattersall – She has less experience and no library degree and was the least professional in her demeanor.

Vice Chairperson Garrahan – She's moving on from a personal tragedy and that is not best for staff. Staff needs consistency and leadership.

Chairperson Martin Maier – She's coming from a very small community where the library system doesn't have library cards and the library needs someone who is a closer match in scale.

Trustee Rogers – Has concerns that she doesn't have a library degree but she was the most direct on how she would interact with the community. She has strong business experience and she was positive about working with staff and using their talents and taking staff out into the community.

Trustee Doughty – She has high energy, outgoing and her experience in the business field will help with her relationship with the community. She may not have been the most professional but she will be good with the community and staff and be open to receive direction from staff.

Debra

Trustee Garrahan – Extremely professional and looking for direction from the staff and willing to get their input. She has experience working in a library similar in size and that is an asset.

Trustee Tattersall – Agrees but based on the questions she asked and the way she said goodbye she may not accept the position if it is offered to her.

Trustee Rogers – In her opening comments and questions she seemed more concerned about herself and how the board and staff can make her successful. She was very critical towards the board and staff based on the Moss Adams report and she was negative in many of her answers. Agrees that if the board doesn't make concessions she won't accept the job.

Chairperson Martin Maier – Emotional in the interview with one of her answers. She asked tough questions not in a negative way but a professional way. She kept her answers crisp and on point. Background and experience are relevant to where the library is at. As a candidate she is head and shoulders, 1,000 leagues more qualified and better all-around than the other two.

Trustee Doughty – Concerned about her longevity in her past positions. She'll struggle with the library's budget. The questions she asked the board were good but it came across negatively. There were a lot of "I's". Concerned that she won't be open with the board.

Tim

Trustee Doughty – He had some great ideas. He was enthusiastic and excited to jump in and get out there in the community. He knew what organizations were out there. Concerned about his long term goals here.

Trustee Rogers – Answered the questions in depth and gave examples. He has a library degree and a master's in public administration which will assist him with the county and state library. He talked about empowering staff and training and giving positive feedback. Liked his comments about the friends and his comments about traditional users and digital users and negotiating with vendors.

Chairperson Martin Maier – He has creative ideas. When he talked about his leadership style he used words like empower and trust. Concerned he would only meet with staff face to face once a month. Overall perception was that he was a little casual in general. Liked that he would be in the community and engage and thinks that most people would take to him. Lining up his career he isn't at the top of the list.

Trustee Tattersall – Liked his enthusiasm and liked what he had to say about getting out in the community; very strong in that area. He seemed a little rambling at times but that could just be his personality. He could be a good director for the library.

Vice Chairperson Garrahan – Liked him too and his community involvement but feels he wouldn't get staff involved in the community outreach. Concerned that he has only been at his current job for nine months and is wanting to change again and taking time off to go to Thailand for his wife. Staff deserves consistency. The library he was at prior was a huge library system and that doesn't compare to this library.

Deputy District Attorney Gregory suggested that the board take public comment and bring it back to the board for discussion and moving candidates forward that the board deems appropriate for the meet and greet and the in person interviews.

Chairperson Martin Maier asked for public comment. There was no public comment.

Chairperson Martin Maier asked that the board discuss which candidates will be brought forward and revisit the dates for the meet and greet and the in person interviews as the board had a request from a trustee to revisit those dates.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to bring forward Tim and Debra. Trustee Tattersall made a second. There being no further discussion, the motion carried unanimously with a 5-0 vote.

Trustee Rogers noted that the board brings both forward in no rank order and it was confirmed that the board will do the in person interviews without disclosing the candidates ranking as it is on public record.

There being no further discussion, the motion carried unanimously with a 5-0 vote.

Chairperson Martin Maier stated the board had a request from Bonnie to reconsider the dates. Trustee Rogers noted that she has had a yearlong commitment on the date the in person

interviews were scheduled for and arrangements couldn't be made to accommodate the schedule and she would like the board to discuss new dates. The board had a lengthy discussion about new dates and there seemed to be a conflict with board availability for the meet and greet. Christine suggested that board consider not having a meet and greet and just have the in person interviews as it is a public forum, therefore the public is able to come in and participate. If the board agrees, the interviews can take place on Wednesday the 11th which seems to be the date that works for the board and the library can put out publicity and notice to get good attendance from the public at the meeting. The meeting will take place from 9:00 a.m. to noon with a briefing between CPS and the board from 9:00 a.m. to 9:30 a.m. Deputy District Attorney Gregory informed the board that because the board took a motion last time to set the meet and greet and the interviews, the board needs to take a motion vacating the 13th and 14th and the board will not be having a meet and greet and will be rescheduling the interviews for May 11th beginning at 9:00 a.m.

MOTION/VOTE:

Trustee Tattersall made a motion to cancel the scheduled meet and greet on May 13th and the interviews on May 14th and replace that with interviews on May 11th from 9:00 a.m. to noon. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Andrew wanted to confirm with the board that in the off chance one of the candidates withdraws if the board is okay moving forward with just one candidate. The board discussed and they confirmed that they want to proceed even if it is just one person.

5. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 2:47 P.M.