

**ROLLING MEADOWS LIBRARY BOARD  
EXECUTIVE DIRECTOR SEARCH COMMITTEE MINUTES  
November 15, 2021**

**Present:** Jean Threadgill, Marsha Kremer, Sylvia Vange, Peg Webb, Lucia Khipple, Steve Rossi, Julie Tang, and Kristin Troy.

**Absent:** Jess Arroyo, Mary Sebela

**I. Call to Order**

Chairperson Threadgill called the meeting to order at 6:03 P.M.

**II. Approval of Minutes**

Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

**III. Floor Open to the Public**

No one from the public was in attendance.

**IV. Old Business**

**A. Hiring Timeline**

The committee reviewed the timeline and made no changes. The timeline for hiring was approved and is as follows.

Job Posted: January 3, 2022

Application Deadline: February 11, 2022

Applications Reviewed: February 14 – 25, 2022

Interviews Scheduled: February 28 – March 11, 2022

Evaluation of Interviewed Candidates: March 14 – 18, 2022

Board Interview Finalist: March 21 – April 1, 2022

Board Vote and Approval: April 5, 2022 (Board Mtg)

Tentative Start Date: May 2, 2022

**B. Director Job Description**

The committee reviewed the proposed job description submitted and had no additional changes. The job description was approved as submitted and will be given to the Library Board for final approval at the December 7<sup>th</sup> meeting.

**C. Job Posting**

Summary of Library and City:

The committee reviewed both summaries, made some grammatical and other additional changes, and approved both.

Salary:

The committee reviewed and approved the salary range as submitted.

Qualifications:

The committee reviewed and approved the job qualifications as submitted.

Once the suggested updates are completed, the above documents will be submitted to the Library Board for final approval at the December 7<sup>th</sup> meeting.

**D. Advertising Posting**

The committee reviewed the advertising site choices and after discussion made the decision to advertise the job on the following sites: RAILS, ILA, ALA, the City, and Library websites. For various reasons, the following site choices were removed from the posting selection at this time: Chicago Public Library Systems, Lake Shores System, Kenosha County, and LinkedIn.

The committee approved the advertising sites as amended and will submit to the Library Board for final approval at the December 7<sup>th</sup> meeting.

**V. New Business**

**A. Interview Process**

Committee members Kristin Troy and Marsha Kremer were selected to weed out the applications that do not meet the job qualifications.

Applicants will be given the choice to conduct their interview in-person, or online via zoom. If in-person, the whole committee will have the opportunity to address the applicant. If online two committee members will be selected to address the applicant and the entire committee will have the opportunity to sit in on the interview.

The committee was presented with a list of sample interview questions. The committee members were also asked to each submit 2-3 questions they would like to ask. Kristin will also ask all Department Directors to submit 2-3 questions from their particular areas. These questions should be submitted no later than December 3, to Kristin in order to be included in the discussion at the next scheduled meeting.

**B. Evaluation Process**

The committee was presented with a list of categories that were used in the previous search for a director. The members were asked to review the list that was submitted and suggest any changes.

The committee was presented with an application/interview evaluation checklist form and asked if the style of the form was acceptable. Kristin will use this form as a template and present any changes at a future meeting.

**C. Schedule next meeting**

The next meeting date has been scheduled for December 13, 2021, at 6 P.M.

**VI. Adjournment**

Peg Webb moved that the meeting be adjourned at 7:30 P.M. The motion was unanimously approved and the meeting was adjourned.

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_