



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Ad Hoc Committee Meeting February 5, 2019

### I. CALL TO ORDER.

The Ad Hoc Committee met in the second floor conference room on Tuesday, February 5, 2019. The meeting was called to order at 9:10 a.m.

### II. ROLL CALL.

Roll call indicated the following committee members were present: Kristen Graack, Denise Hudec, Vincent Rangel, Christopher Renkosiak, Gregory Sarlo, Carol Kidd.

Also Present: Holly Richards Sorensen, Nicholas Harkovich, Earl Wilson.

### III. CONSIDERATION OF THE AGENDA.

MOTION by Kristen Graack, seconded by Vincent Rangel, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

### IV. PUBLIC COMMENTS AND QUESTIONS.

None

### V. NEW BUSINESS.

#### A. Library Director Search Proposals.

Chair, Gregory Sarlo, stated that three proposals were received for the library director search. The firms submitting proposals were Libraries Thrive Consulting, John Keister & Associates, LLC, and Gov HR USA. The committee reviewed all proposals and decided on the proposal submitted by John Keister & Associates, LLC. The committee compiled the

following list of request to be made as part of the final proposal being submitted by John Keister & Associates, LLC.

- Your final proposal must be submitted to Carol Kidd, Human Resources Manager, no later than 9:00 a.m. Thursday, February 14, 2019.
- Will your firm represent multiple library director searches within the same time frame/search area as the Des Plaines Public Library search and if so, how do you provide quality service while serving multiple libraries?
- Provide a recruitment schedule with a specific timeline for the search.
- All costs associated with the search are to be included in the final proposal.
- Supply the library your website content for Des Plaines Public Library director search so the library can create a paper brochure.
- Committee has first right to review materials that are being disseminated to prospective applicants as well as library staff and community stake holders.
- Staff meetings and staff involvement will be a priority.
- You will meet with three library groups (Managers, Non-management staff from each department and the Library Board in Executive Session) before the search begins.
- A representative from John Keister & Associates LLC will attend all public meetings.
- Provide a binder of all applicants to the search committee.
- Present a minimum of five (5) of the best candidates to the board/selection committee.
- Describe more clearly what your process of reference checks is in the final phase.
- Managers, Non-management staff from each department and the Library Board in Executive Session will meet the final candidates.
- You will verify credentials from final candidates.

The Ad Hoc committee asked that a meeting be scheduled for Thursday, February 21, 2019 at 4:00 p.m.

VI. ADJOURNMENT.

MOTION by Vincent Rangel, seconded by Kristen Graack, to adjourn the meeting.

The meeting adjourned at 10:35 a.m.

Minutes prepared by Carol Kidd