



# DES PLAINES PUBLIC LIBRARY

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## BOARD OF TRUSTEES Minutes of the Ad Hoc Committee Meeting February 21, 2019

### I. CALL TO ORDER.

The Ad Hoc Committee met in the second floor conference room on Thursday, February 21, 2019. The meeting was called to order 4:05 p.m.

### II. ROLL CALL.

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

Absent: Vincent Rangel.

Also Present: Earl Wilson Nicholas Harkovich, Umair Qadeer, Heather Imhoff, Stephanie Spetter, Michelle Meyer-Edley, John Leach.

### CONSIDERATION OF THE AGENDA.

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

### III. PUBLIC COMMENTS AND QUESTIONS.

None

#### IV. NEW BUSINESS.

##### A. Library Director Search Proposals.

President Gregory Sarlo introduced John Keister of John Keister & Associates. President Gregory Sarlo stated that he emailed to John Keister the list of questions the committee compiled at their February 5, 2019 Ad Hoc meeting.

Trustee Vincent Rangel entered the meeting at 4:08 p.m.

John Keister explained to the committee that a typical library director search takes approximately 3 ½ to 4 months. He stated that all costs are included in his proposal, except any costs for reimbursements to out of town candidates. He also explained that he creates website content for the search rather than a paper brochure.

John Keister stated that he will attend all public search meetings.

John Keister stated that information distributed to final candidates will include the library's strategic plan, library budget and other documents specific to the role of a library director.

John Keister stated that staff input is valuable. He also stated that the candidates must have a good sense of humor, as well as excellent leadership skills and a passion for the job.

Trustee Denise Hudec stated that the committee wants all applicant information to be included in a binder for committee review and John Keister responded that he will include applicants that meet the minimum qualifications.

Trustee Denise Hudec asked how many meetings John Keister will attend and if the meetings he would attend were limited to three meetings. John Keister responded that the number of meetings he attends is not limited. The first meeting will include library staff and board members, including the search committee. The second meeting is when the candidate's applications are reviewed and when he will explain the interview process to the committee. The third meeting will be interviewing job candidates for the library director position.

President Gregory Sarlo stated that the committee would be hiring a firm to do a job and that John Keister will go out and recruit candidates.

John Keister said that creating the website for this search will take one to two weeks and the search will be highly publicized.

John Keister stated that the next committee meeting will be in Executive Session with him asking questions about the direction the board wants the new director to take.

John Keister left the meeting at 5:00 p.m.

Trustee Kristen Graack asked how the committee would evaluate John Keister's knowledge of the community, since his business is out of Vernon Hills. Trustee Kristen Graack also asked that the committee be able to review information from all applicants.

Trustee Denise Hudec stated that she would also like to see all candidate information. She stated that if the committee doesn't believe that John Keister is working in the library's best interest that the committee be able to intervene. President Gregory Sarlo stated that was correct.

MOTION by Vincent Rangel, seconded by Christopher Renkosiak, to recommend the proposal submitted by John Keister & Associates for the library director search. VOTE: AYES: Graack, Rangel, Renkosiak, Sarlo. NAYS: None. ABSTAIN: Hudec. MOTION CARRIED.

V. ADJOURNMENT.

MOTION by Kristen Graack, seconded by Christopher Renkosiak, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 5:18 p.m.

Minutes prepared by Carol Kidd