

Great Neck Library
Director Search Committee
Tuesday, May 28, 2019, 6:30pm
Main Library

Board Members:

Chelsea Sassouni, Chair (CS)
Rebecca Miller (RM)
Weihua Yan (WY)

Library Professionals:

Nicholas Camastro (NC)
Barbara Buckley (BB)

Public Members:

Rachel Dicker (RD)
Marietta DiCamillo (MD)

Call to Order

Chair CS called the meeting to order at 6:37 pm.

Discussion

Committee members introduced themselves to one another.

The group began to review prior process steps, and decided to focus first on question of whether or not to recommend to the board to hire a search firm. They reviewed two RFP responses, and consensus developed that the committee overall leans toward recommending the library use a search firm but would like to see more responses from the field now that the search committee is formed and there is a better sense of the timing involved—Action item: Prepare motion for the Board for the June 17 meeting to re-field an amended RFP and empower committee to review and advance search firm finalists and for the Board to interview (with committee members present as optional attendees), with goal to have a motion on the August Board meeting to hire a search firm or not.

In parallel, the committee discussed and agreed to work on creating a job description and possible questions for Director interviews. This process will inform a search firm (if selected) or prepare the library to initiate its own recruitment process (if that course is chosen by the Board). —Action item: members of the committee to make suggestions to the prior job description and RFP document prior to next committee meeting via google docs. Request library admin to give CS, as chair, word versions so she can initiate google docs for collaboration.

The committee focused on mapping out a possible timeline, and arrived at:

- By June 17 board meeting—provide refined RFP for review, with ideal timeline included, and more target search firms identified.
- Library to field RFP by June 21
- Responses due by July 12

- Committee to review collated responses: week of July 15 and recommend firms for Board to interview
- Interviews to take place July 23 into August as needed
- August 20 board meeting: board to vote on search firm
- If firm selected, finalize contract by early Sept.
- Sept: Start work with search firm—
- Hire new Director by end of November (this estimate has a 60-90 day window in mind)
- If firm not selected and the decision is made to proceed without one, Board will vote on motion to approve the new job description from committee and empowers recruitment process to initiate.

Committee set next meeting for June 12, 8-8:55 pm, and identified the need to stick to allotted time in future.

Chair CS adjourned meeting at 8:20 pm.

Submitted by Rebecca Miller

Great Neck Library
Director Search Committee
Tuesday, May 28, 2019, 6:30pm
Main Library

Action Items

Chelsea Sassouni

- Prepare motion for the Board for the June 17 meeting to re-field an amended RFP and empower committee to review and advance search firm finalists and for the Board to interview (with committee members present as optional attendees), with goal to have a motion on the August Board meeting to hire a search firm or not.
- Request library administration provide word versions of director job description and RFP document so she can initiate google docs for collaboration.

All Committee Members

- Make suggestions to prior job description prior to next committee meeting via google docs.
- Make suggestions to RFP document prior to next committee meeting via google docs.