

Great Neck Library
Director Search Committee
Thursday, July 18, 2019, 8:00pm
Station Branch Library

Board Members:

Chelsea Sassouni, Chair (absent with notice)
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

RM called the meeting to order at 8:02 pm.

Update on Action Items

RM shared revised draft job description, and noted the RFP responses were in hand for review.

Executive Session

At 8:10 pm the committee moved into executive session to discuss personnel issues related to reviewing RFPs to identify three firms to offer the board to interview. At 8:21 pm the committee moved out of executive session.

Discussion

The committee had a general discussion of process steps and needed information.

The following action items were identified:

- RM will request the following for review by the committee:
 1. list of who received RFP for committee
 2. budget details for last search
 3. list of process steps, in detail, of last search, and timeline
 4. copies of prior interview questions.

RM will advance names of search firms to Acting Director to schedule interviews. RM will research best practices on search committee process and confidentiality. RM will refer to the Finance Committee the need to develop parallel budgets (search with search firm and search without search firm for board to confirm) for the August board meeting.

Next meeting date: September 3rd at 7 pm, if possible.

RM adjourned the meeting at 8:47 pm.

Submitted by Rebecca Miller

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Action Items

Rebecca Miller

- Obtain list of firms who received RFP.
- Obtain budget details from last director search.
- Obtain list of process steps and timeline from last director search.
- Obtain copies of prior interview questions.
- Provide names of search firms to Acting Director to schedule interviews.
- Research best practices on search committee process and confidentiality.
- Discuss need to develop parallel budgets (search with search firm and search without search firm) with Finance Committee for board approval at August BoT meeting.

Tracy Van Dyne

- Poll committee members for availability on September 3rd at 7 pm for next meeting.