

Great Neck Library
Director Search Committee
Wednesday, October 30, 2019, 7:00pm
Main Library

Board Members:

Chelsea Sassouni, Chair
Rebecca Miller (RM)
Weihua Yan (WY) (absent with notice)

Library Professionals:

Nicholas Camastro (NC)
Barbara Buckley (BB)

Public Members:

Rachel Dicker (RD) (absent with notice)
Marietta DiCamillo (MD)

Call to Order

CS called the meeting to order at 7:06 pm.

Discussion

CS updated the committee on the status of the search firm RFPs, and the current non-response to the RFP as well as the board's resolution to empower the committee to move forward with creating a process to launch the search.

After general discussion about where to post, what to post, and when, the committee suggested to present the board with a plan to:

- 1) Review the revised job description, and if confirmed, move forward with posting in early December and keep in the field until January 31. Suggested posting locations included NYLA, ALA/PLA, LinkedIn, LJ, NYTimes.) [Action item to place revised job description on board agenda for approval.]
- 2) Committee will review all applications and winnow to group for first round interviews. [Recipient of applications TBD. RTM to review best practice for distribution of information to Committee members in advance for preparation purposes.]
- 3) First round interviews will be scheduled for February, to be conducted by Committee, with full board present and able to ask follow-up questions. [Staff liaison to committee TBD.]
- 4) Committee will make recommendation about finalists, and board will advance finalists.
- 5) Finalists interviews will be scheduled to allow for tours of the facilities, time with all committee members, and time with the board.
- 6) Committee will make a recommendation on hire.
- 7) Board will determine primary candidate, and proceed toward offer.

Decisions to be made prior to posting were identified:

- Who to have receive the applications - RTM to explore options with Counsel.
- Staff liaison to committee for functional tasks TBD. - RTM to dialog with Tracy.
- Whether or not to post salary range/starting salary, or some other salary information - for discussion.

Next meeting date: TBD in January.

CS adjourned the meeting at 8:00 pm.

Submitted by Rebecca Miller

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Action Items

Rebecca Miller

- Speak to Counsel regarding who should receive Director job applications.
- Speak to Tracy regarding staff liaison for Committee.

Tracy Van Dyne

- Place revised Director job description on the next BoT agenda for approval.