

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: February 22, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: Cheryl TenBrink

CALL TO ORDER:

President Godfrey called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the board.

III. REPORTS AND RECOMMENDATIONS

REPORTS:

A. *Library Director Search – Bradbury Miller Associates*

Report: Dan and Jobeth Bradbury and Karen Miller introduced themselves and thanked the board for the opportunity to work with them. They each explained their professional backgrounds in public libraries and how they came to specialize in executive searches. J. Bradbury stated their firm undertakes approximately ten to twelve executive searches each year, approximately 80% of which are library director searches. Trustees then introduced themselves and discussed their tenure on the board.

D. Bradbury drew trustees' attention to an agenda provided by Bradbury Miller Associates and explained their primary goals for this introductory meeting: to confirm the schedule for the search, to define the role of the search committee, and answer any questions that trustees may have.

J. Bradbury summarized the proposed schedule for the search highlighting the periods of advertisement, recruiting, and interviewing. She then explained their recruiting strategies, how they would be employed for this specific search, and how they would communicate the results of the advertisement and recruiting phases to the search committee.

Discussion: J. VanderRoest asked whether the firm recommended pre-negotiating the director's contract with candidates. D. Bradbury stated that decisions was up to the board, but depending on the details of the director's contract, it may make good sense to do so.

J. VanderRoest then asked whether the firm recommended an opportunity for informal socialization with candidates in a public atmosphere. K. Miller stated a popular option has been to host a public forum for finalists. J. Bradbury stated that approach tends to work better than a purely social event.

Lastly, J. VanderRoest asked whether the search committee would be briefed regarding the interview process prior to the semi-final interviews with candidates. J. Bradbury stated that was the case, and the firm will moderate all interviews.

President Godfrey asked if the firm would provide their own opinions and feedback from the interviews to the search committee. D. Bradbury stated that their opinions are typically reserved until the very end of the process, but they would do their best to provide any information that they felt would be useful for the search committee.

Trustees then worked with Bradbury Miller Associates to finalize the calendar of visits and meetings for the search process and confirmed the nature of the advertisement for the position of Kalamazoo Public Library Director.

J. VanderRoest excused himself from the meeting.

Disposition: Trustees thanked Bradbury Miller Associates for their report.

IV. PERSONS REQUESTING TO ADDRESS THE BOARD

No one wished to address the Board.

V. COMMENTS BY TRUSTEES

- V. Wright thanked Bradbury Miller Associates for their attention to detail.
- J. Williams stated the director search process has been amazing and expressed her confidence in Bradbury Miller Associates.
- K. Randolph said he was excited for the next phase in the search process.
- R. Brown stated his satisfaction with the services being provided by Bradbury Miller Associates.
- President Godfrey thanked Bradbury Miller Associates and said she is looking forward to hearing about the next steps in the process.

VI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:30 P.M.

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Kerria Randolph
Secretary