

Elbert County Library District (dba Pines & Plains Libraries)
Working Committee Meeting for District Library Director Search and Selection
Process
June 03, 2022, 12:30 p.m.

The Board of Trustees conducted a working meeting with Sarah Wright, Deputy Director of the Colorado Library Consortium (CLiC), to clarify elements needed in the recruitment and hiring of a new District Library Director.

A motion to accept the agenda was made by Alan Krenak and seconded by Robert Thomasson. All in favor.

Attendees: Trustees in attendance were Patty Lampman, Robert Thomasson, and Alan Krenak. Library Manager: Laurie VanCourt and Guest: Sarah Wright with CLiC

Topics discussed were the following.

1. Sarah Wright presented the process on the services CLiC could provide to the Board of Trustees to ensure a measured and methodical process in selecting a new Library District Director.
2. Board members discussed the qualities necessary in a Director for leading the Library District into the future. A selected Director will have knowledge of Library operations, be knowledgeable in government finance, human resources, and they must exhibit inspiring leadership skills and strong communication skills. The candidate will also need to have understanding of both the urban sprawl coming into Elizabeth and the rural nature of the eastern part of Elbert County. Also discussed was the need for the Director to have the skills to assess the community needs and potential in consideration of the future Elizabeth building expansion.
3. Laurie shared that the "Transforming Communities" grant will be initiated soon to get a better idea of what the citizens in the community are looking for in terms of services for the community, which would support providing a better understanding of community needs and wants, which in turn will help us in clarifying the skills needed in a new Library Director.
3. Sarah provided the Trustees with templates which can be used to support the search and selection process. The template provided will be helpful in planning, conducting the search, reviewing and interviewing candidates and a scoring rubric for identifying the right candidate.

4. Next steps include:

- 1) The job description will be thoroughly delineated; a compensation survey by the Employers Council will be requested, as well as other potential options to incentivize a candidate. Incentives provided will require a one year employment commitment. The position will be posted in multiple employment search sites.
- 2) CLiC will review the job description and provide feedback.
- 3) CLiC will provide a teaser job advertisement to be delivered by June 22, 2022.

After the above items are received the Trustees will schedule another working meeting to pull together documentation and take next steps.

A motion was made by Alan Krenek to adjourn and was seconded by Robert Thomasson. All in favor.

Meeting was adjourned at 2:32 p.m.

Respectfully submitted by Karen Suchan, Secretary