

## **MHLS Executive Committee Meeting**

Report: Committee Meeting - Monday, January 8 - 9:30 AM

1. Roll Call – Mark

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|------------------------------------|-----------------------------------|
| X President – Mark Wilson          | X Board Member – Lisa Baker Brill |
| X Vice President – Richard Swierat | X Staff Liaison – Tom Sloan       |
| X Treasurer – Barry Ramage         | X Staff Liaison – Linda Vittone   |
| X Secretary – Michele Ment         |                                   |

2. Meeting called to order by Mr. Wilson. Meeting agenda adopted.

3. Mr. Sloan notified the Executive Committee he intended to submit on or before May 1, 2018, a ninety (90) day notice of his intent to conclude his MHLS contract. He reported he continues to find it a privilege and honor to serve as MHLS Executive Director. He thanked the MHLS Board, MHLS staff, and MHLS member library directors for their outstanding support of MHLS operations and services. He stated his decision was based on his interest to seek new opportunities.

4. The Committee reviewed the process and key documents used in the MHLS Executive Director search conducted in 2013.

5. The Committee reviewed options and costs for conducting the Executive Director search in 2018.

**RECOMMENDATION A: The Executive Committee<sup>1</sup> recommends to the MHLS Board that MHLS conduct a national search managed by a professional search firm that specializes in executive searches for library organizations.**

**RECOMMENDATION B: The Executive Committee recommends to the MHLS Board that the Board authorize the expenditure of up to \$35,000 to conduct a national search and hire a new MHLS Executive Director.**

6. The Committee reviewed options for the appointment of the MHLS Executive Director Search Committee.

**RECOMMENDATION A: The Executive Committee recommends to the MHLS Board that the Board designate the MHLS Executive Committee to serve as the MHLS Executive Director Search Committee.**

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<sup>1</sup> MHLS Board Bylaws: The Executive Committee, consisting of the officers and the immediate Past President, if the immediate Past President is still a member of the Board, and otherwise in conformance with New York State Law, shall transact such business as may be necessary between meetings of the Board.

**RECOMMENDATION B: The Executive Committee recommends to the MHLS Board that the Board authorizes the MHLS Executive Committee to select and contract with a professional search firm that specializes in executive searches for library organizations.**

7. The Committee discussed a *possible* timeline for significant events in the search process.
  - January 27 – MHLS Board Reviews Executive Committee Recommendations and Decides on Search Process
  - January 29 – MHLS Issues Executive Committee’s RFP to Professional Search Firms
  - February 19 – Search Firm Responses to RFP due to MHLS
  - February 20-March 5 – MHLS Executive Committee Reviews Responses to RFP, Interviews Search Firms, Selects Search Firm
  - March 6 – MHLS Board President & Selected Search Firm Sign Contract
  - March 17 – Executive Committee & Search Firm Report to the MHLS Board on Search Plans and Timeline
  
8. The Committee agreed to adjourn the meeting.