

MHLS Search Committee & Executive Committee

Report: Committee Meeting - Monday, February 5, 2018

1. Roll Call – Mr. Wilson

X Mark Wilson
X Richard Swierat
X Barry Ramage

X Michele Ment
X Lisa Baker Brill
X Staff Liaison – Tom Sloan
X Staff Liaison – Linda Vittone

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

3. RFP for Search Firm to Conduct a National Search for Executive Director

- A. Mr. Swierat reported the RFP had been sent to five (5) search firms: Phillips Oppenheim (NY); Bradbury Associates/Gossage Sager Associates (IL); John Keister & Associates (IL); Isaacson Miller (MA); Cadence Group (DC)
- B. The Committee confirmed: search firm responses to the RFP are due February 16; they will review responses and interview firms February 19-March 9; and the MHLS Board President & selected search firm will sign a contract during the period of March 13-16.

4. Request to Include a Library Director on the Search Committee

- A. Mr. Wilson reported a request from the Chair of the Columbia County Library Director's Association to include a library director on the Search Committee.
- B. The Committee discussed the proposal.
- C. Mr. Swierat noted the RFP for the search firm specifically cites the search firm shall meet with stakeholders, including directors of MHLS member libraries and MHLS staff. The search firm is charged to engage stakeholders in the review and update the existing job description, and the development of the candidate profile.
- D. The Committee agreed to continue, at this time, as approved by the MHLS Board, to serve as the MHLS Executive Director Search Committee.
- E. Mr. Wilson will inform the Chair of the Committee's response to her request.

5. Open Meetings Law

- A. The Committee identified several questions about the Open Meetings Law in regards to the operation of the Committee. Of primary concern is if the Search Committee is subject to the Open Meetings Law and should conduct executive sessions to discuss any matter leading to the appointment of a particular person and with regard of particular candidates.
- B. The Committee agreed to submit an inquiry to Ellen Bach, Whiteman Osterman & Hanna LLP, to clarify the status of the Search Committee in relations to the Open Meetings Law.

6. Communication Plan for the Search Committee

- A. The Committee discussed how best to engage the three major stakeholder groups, which are MHLS staff, member library directors, and the MHLS Board.
- B. Mr. Wilson and Ms. Baker Brill will work together to compose Search Committee communications to stakeholders.
- C. Mr. Wilson will serve as the spokesperson to stakeholders regarding Search Committee communications.
- D. Mr. Wilson or his designee(s) will participate in stakeholder meetings, as schedules permit, to share communications from the Search Committee, hear stakeholders' comments, and answer stakeholders' questions.
 - i. MHLS Staff
 - General Staff Meeting – Feb 1, 1:30 PM, MHLS Auditorium
 - Supervisors Meeting – Feb. 14, 1:30 PM, MHLS Conference Room
 - General Staff Meeting – March 14, 1:30 PM, MHLS 2nd Floor
 - Supervisors Meeting – March, April, May, June (TBD)
 - General Staff Meeting – April, May, June (TBD)
 - ii. Directors Association Business Meetings
 - Feb. 6, 10 AM, MHLS Auditorium
 - April 5, 10 AM, MHLS Auditorium
 - June 6, 10 AM, MHLS Auditorium
 - iii. MHLS Board of Trustees
 - March 17
 - May 9
 - July 11
 - iv. [MHLS Bulletin](#)
 - Share Search Process Highlights

7. Events

- A. The Committee reviewed significant events in the search process:
 - January 8 – Executive Committee Decides on Search Process Recommendations
 - January 27 – MHLS Board Approves Executive Committee's Recommendations
 - January 29 – MHLS Issues RFP to Professional Search Firms
 - February 16 – Search Firm Responses to RFP due to MHLS
 - February 19-23 – Search Committee Reviews Responses to RFP
 - February 26-March 9 – Search Committee Interviews Search Firms
 - March 12 – Search Committee Selects Search Firm
 - March 13 – MHLS Board President & Selected Search Firm Sign Contract
 - March 17 – Search Committee & Search Firm Report to the MHLS Board on Search

Plans and Timeline

8. The Committee discussed their intentions to recognize Mr. Sloan.
9. March 12 Search Committee Meeting
 - A. The Committee agreed the primary agenda items for their March 12 meeting will be to select a Search Firm.
10. MHLS Environmental Sustainability Policy
 - A. The Committee, acting in their role as the MHLS Executive Committee, reviewed the proposed MHLS Environmental Sustainability Policy.
ACTION: The Executive Committee recommends to the MHLS Board that the Board adopt the proposed MHLS Environmental Sustainability Policy.
11. The Committee agreed to adjourn the meeting.