

**MID-HUDSON LIBRARY SYSTEM
MINUTES
of the
BOARD OF TRUSTEES MEETING
April 2, 2018**

President Wilson called the meeting to order at 11:02 a.m., in the Auditorium of the Mid-Hudson Library System.

1. ROLL CALL AND APPROVAL OF AGENDA

Trustees Present: Stuart Auchincloss, Kenneth Goldberg, Rajene Hardeman, Barry Ramage, Lynne Ridgeway, Richard Swierat, Mark Wilson

Trustees Attending Remotely: Lisa Baker Brill, Robert Culp, Sharon Davis, John Dax, Priscilla Goldfarb, Debra Klein, Michele Ment

Trustees Absent: Mary Linda Todd (e)

Staff Present: Laurie Shedrick, Peggy Winn

Others Present: Dan Bradbury, JoBeth Bradbury, Bradbury Miller Associates

2. INTRODUCTIONS

Board President, Wilson, opened the meeting and asked Board members in attendance and participating remotely, to introduce themselves and speak briefly about their county library affiliations and length of service on the MHLS Board. Dan and Jobeth Bradbury introduced themselves and their partner Karen Miller (not in attendance) and spoke briefly about Bradbury Miller Associate's extensive background experience working in the library field and recruiting candidates for Executive positions.

Introductions made

3. CONFIRMATION OF SEARCH STRUCTURE AND TENTATIVE SCHEDULE FOR CONSULTANT'S WORK

Ms. Bradbury reviewed the proposed Activities and Timeline for the search process for a new Executive Director (*appended to file*), and outlined the scope of the nationwide Search, and the firm's extensive vetting procedures.

Search process/timeline reviewed

4. IDENTIFICATION OF KEY ATTRIBUTES

Mr. Bradbury informed the Board that there were 14 Board, 33 member library director, and 13 System staff responses to the firm's survey to identify key attributes for a new Executive Director, as well as specific challenges and desired

Survey Results to Be posted

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results. A summary report of the surveys will be sent to the full Board following review by the Search Committee. The surveys included the opportunity for users to submit names of candidates qualified for the position. Prospects gleaned from the surveys will begin the search for candidates. Internal candidates will be vetted in the same manner as external candidates.

5. JOB ADVERTISEMENT/ANNOUNCEMENT

An advertisement outlining the job description and required candidate qualifications will be drafted by the firm upon completion of the April 1, and April 2, meetings with System stakeholders. Twenty-four hours prior to posting the final draft of the advertisement, it will be sent to the Board, library directors, and System staff, for review.

Advertisement to be prepared and reviewed

6. STAFF AND DIRECTOR MEETINGS/INPUT

All pertinent information regarding the Search process: including the, Executive Director’s job description, survey results, and Search activities and timeline, will be posted on the firm’s Website: [www//bradb主rymiller.com](http://www.bradburymiller.com) and the MHLS Website <https://board.midhudson.org/www>. System staff and library directors were encouraged to contact Bradbury Miller Associates directly with any questions or input regarding the Search process.

Search Process Information Websites

7. CONFIDENTIALITY

Candidate information will be kept confidential until final candidates have been selected and approved by the Search Committee. The full Board will meet the two or three finalist candidates.

Candidate identities

8. OTHER

Guarantee by Bradbury Miller Associates

Bradbury Miller Associates guarantees to activate a new search, at no additional cost, should a newly hired Executive Director leave the position within the first year. In addition, the firm recommends extending the Search process, in the event that the finalist candidate proves to be not a “good fit” or unacceptable.

Firm’s guarantee

9. ADJOURNMENT

At 11:56 a.m. Mr. Wilson thanked all participants and adjourned the meeting.

Meeting adjourned