

October 6, 2015

Minutes of the special meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, on Tuesday, October 6, 2015.

CALL TO ORDER

President Mark Prosperi called the meeting to order at 6:08 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Eugene Griffin; Jonathan H. Maks, M.D.; and Zelda Rich.

Member absent: Susan Greer.

Guest present: Heidi A. Katz, Attorney with Robbins Schwartz, Nicholas, Lifton & Taylor, Ltd.

President Prosperi began the discussion explaining the purpose for the special meeting of the Board of Trustees, which is to formulate the course of action the Board will take to hire an Executive Director to replace Carolyn Anthony, who will retire in July 2016.

Ms. Katz, attorney for Skokie Public Library, was invited to attend this meeting to assist the Board in complying with the Illinois Open Meetings Act and the Freedom of Information Act. Also discussed were the proper procedures regarding residency requirements, state certification requirements, interview procedures, the finer points of the contract for hiring the Executive Director, and contracting with a search firm.

Ms Katz left the meeting at 7:35 p.m.

PROCESS FOR HIRING EXECUTIVE SEARCH FIRM

The Board agreed that a search firm should be hired to assist with recruitment and selection of the Executive Director. This will be a nationwide search for the best candidates. The following steps will be taken:

1. President Prosperi and Vice President Hunter will conduct preliminary interviews of search firms who specialize in library staffing.
2. Afterwards, six or seven search firms will be chosen to receive the Request for Proposal (RFP). They will then have thirty days in which to respond and submit the RFP.
3. From those, the three top search firms will be chosen to be interviewed by the Board.
4. The search firm receiving the majority of votes by the Board will be awarded a professional services contract.

REVIEW OF REQUEST FOR PROPOSAL

The Board was asked to review the "Letter to Prospective Search Firms" draft. Mr. Griffin presented a list of changes. Once the changes are made, President Prosperi will forward the draft to Ms. Katz for review.

COMPENSATION FOR THE NEW DIRECTOR

The Board reviewed comparable director salaries of libraries within the north metropolitan area. It was agreed to include the salary as a minimum amount in the job description.

President Prosperi and Mr. Griffin will draft an employment contract for Board approval. The contract will be written as a two-year agreement with an at-will statement and include a buy-out provision. President Prosperi recommended that a signing bonus be offered as well, rather than paying relocation expenses.

The time table for hiring the Executive Director is June 15, 2016.


President Prosperi asked the Board members to review the following and be ready to discuss these items at the next regular Board meeting on Wednesday, October 14, 2015:

1. Desirable Skills and Traits of a Director for Skokie Public Library
2. Library Director (Exempt) Job Description
3. Brochure Copy about Skokie and the Skokie Public Library

It was agreed that there will be discussions at future meetings about a succession plan in the event a director leaves, compensation for the interim director, and a policy regarding the position of deputy director.

President Prosperi asked the Board to consider creating an employment application that would include specific questions to help "weed" out applicants.

The special meeting of the Board of Trustees adjourned at 9:03 p.m.



Karen Parrilli, Secretary