

**GENEVA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING – 6:00 P.M.
FEBRUARY 27, 2014**

PRESENT: President Esther Steel, Treasurer Steven Andersson, Secretary Susan D. Shivers, Trustees Pat Lord, Bob Shiffler, and Mark Adams; Interim Library Director Marilyn Boria.

ABSENT: Vice President Travis Ketterman

ALSO PRESENT: John Keister, Beth Keister, Assistant Director Matt Teske, YS staffer Nancy Bell.

LATE ARRIVALS: None.

I. CALL TO ORDER

President Steel opened the Special Meeting of the Board of Trustees of the Geneva Public Library District at 6:02 p.m.

II. Roll call was taken. All were present with the exception of Vice President Ketterman.

III. BOARD DISCUSSION WITH JOHN KEISTER TO DISCUSS NEW DIRECTOR SEARCH PROCESS

Director Search consultant John Keister greeted the Board and introduced his wife and business partner, Beth Keister. He informed the Board that he and his wife had spent the afternoon meeting with staff to get their input on what attributes they felt would be important for a new director. In addition, they met with members of the Friends and Foundation to get their input.

John sought Board input by asking a series of questions:

Why would someone want to come here as director? Responses included: the friendliness of the staff and the family feeling here. Trustee Shiffler noted that an individual looking for a challenge could be attracted to the space issues we are currently facing and the prospect of getting a new building.

What is your vision for the library? A strong desire for something to be done with the current building as is configured was expressed. Trustee Lord stated that we have felt frozen in this building and reluctant to make changes. We are aware that we are underserving Geneva right now.

How do you see the director interacting with the community? The Board voiced that they see the new director as someone who is highly active in the community and someone who is selling what we want to do to the community.

How do you (as trustees) see your role with staff? Responses included: the Board should not micromanage the staff and should provide financial stewardship for the Library.

What challenges are facing the next director? Challenges mentioned by the Board included dealing with personnel and morale issues and policy matters. Having a fresh set of eyes to view our space and organization was also highlighted. Interim Director Boria mentioned that in her previous interim director experiences, director candidates have called her and she had been honest with them about the library's situation.

John shared his view of the challenges the new director would face as voiced by the staff. Among these were: communication issues, the impression that the departments in the Library operate in "silos", the need for a level of internal trust within the Library, neglecting to update the current building, and the feeling that more resources should be devoted to equipping staff to keep up with trends. John stated the result of the staff meetings was much useful, constructive criticism.

John summed up the top skills for a new director to include the ability to deal with people and finances, the ability to excite the community and someone who is a gamechanger and can bring direction.

John recommended keeping the search as local as possible. He recommended keeping the salary range open and unfixed to give the Board flexibility. Interim Director Boria reminded the Board that when former Director Teske started in 2008, the annual salary was \$95,000.

John and Beth will take the information gathered today and begin to digest it and start on developing a search website for the position. They will post the position on RAILS, ALA and ILA. John typically approaches people he feels would be good candidates and shares stories of his experience at the library to help them gauge their interest in the position. When the Keisters have a slate of candidates, they will submit written questions to them. They will use these answers and conversations with the candidates to narrow the group down. If their typical timeframe is followed, they should be able to present a group of candidates for the Board to interview in early May. Interim Director Boria informed the Keisters that the Board would be

considering the possibility of meeting on the second Thursday of the month to handle the volume of work we predict we will have. They replied that this would work for them.

Beth Keister posed one final question: Is the Board looking for someone to drive the building issue or is the Board expecting to drive this? Boria replied that the Board would be considering what should be on a building program RFP at the regular board meeting tonight in an effort to get everyone on board and on a path to comfortably make decisions to benefit the community.

IV. ADJOURNMENT

Trustee Shiffler moved to **adjourn the meeting of the Board of Trustees.** Trustee Lord seconded the motion.

AYES:	ALL	NAYS:	NONE
ABSENT:	Ketterman	ABSTAIN:	NONE

MOTION CARRIED

The special meeting of the Board of Trustees of the Geneva Public Library District was adjourned at 6:55 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Trustee