

**GENEVA PUBLIC LIBRARY DISTRICT
MINUTES OF THE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
APRIL 24, 2014**

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

ABSENT: Vice President Travis Ketterman (arrived at 6:50 p.m.) and Treasurer Steve Andersson (arrived at 6:10 p.m.)

ALSO PRESENT: Assistant Director Peggy Carlson and Consultant John Keister.

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. Roll call was taken.

CLOSED SESSION

At 6:04 p.m., Trustee Shivers moved to **go into Closed Session to discuss personnel matters pertaining to the selection of a candidate to fill a vacant public office 5 ILCS 120/2 (c) (3)**. Trustee Shiffler seconded the motion.

ROLL CALL VOTE

AYES:	Steel Lord Shivers	Shiffler Adams
--------------	-----------------------------------	---------------------------

NAYS: NONE

ABSENT: Ketterman, Andersson ABSTAIN: NONE

At 6:45 p.m., Trustee Shiffler moved to **reconvene to the Special Meeting**. Secretary Shivers seconded the motion.

AYES:	ALL	NAYS: NONE
--------------	------------	-------------------

ABSENT:	Ketterman	ABSTAIN: NONE
----------------	------------------	----------------------

IV. Procedures for Final Candidate Interviews

John Keister suggested that the Board ask fewer questions and engage in a dialogue with the candidates rather than asking too many questions which did not leave adequate time for discussion. He distributed a list of suggested questions for the Board to consider. Trustee Shiffler noted that he preferred questions such as "What has been your experience on change management – in particular, implementing unpopular changes?"

and “Describe a situation where you had a serious personnel issue, how did you address it, what was the outcome?” Shiffler noted that it is important to ask candidates about their experiences, not just hypothetical questions.

Interim Director Boria suggested that Trustees email her a list of questions for the candidates no later than May 1. She then would compile the list and distribute it for discussion at the May 8, 2014 meeting.

Keister then listed all of the dates that the candidates were available. It was agreed that initial interviews would take place on Thursday, May 15, from 3 – 6 p.m. Second interviews would be scheduled for Thursday, May 22nd. Keister suggested that the candidates prepare a 15-minute presentation on a given topic, and then the Board could have follow-up questions. Boria and Carlson agreed to prepare a schedule for the Department Heads and staff to participate in the interview process.

Trustee Lord asked what would happen if the Board could not agree on a candidate from this group. Keister stated that we would keep looking.

ADJOURNMENT

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

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

MOTION CARRIED

The meeting of the Board of Trustees of the Geneva Public Library District adjourned at 7:07 p.m.

Respectfully submitted,



Susan D. Shivers, Secretary



Esther Steel, President

**GENEVA PUBLIC LIBRARY DISTRICT
MINUTES OF THE CLOSED SESSION OF THE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
APRIL 24, 2014**

**Portion of Closed Minutes Released to Open Minutes Upon Board Approval
at November 20, 2014 Board Meeting**

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

ABSENT: Vice President Travis Ketterman, Treasurer Steve Andersson (arrived at 6:10 p.m.)

ALSO PRESENT: Assistant Director Peggy Carlson and Consultant John Keister.

President Steel opened the meeting at 6:04 p.m.

John Keister provided an overview of the search process to date. He indicated that there was quite a bit of interest in the job. In evaluating the candidates, Keister noted that his primary focus was on leadership. After reviewing resumes, he selected four candidates to present to the Board:

; Christine Lazaris, Manager of Access Services at Skokie Public Library;

. Keister and the Trustees discussed the strengths and weaknesses of each of the candidates based upon their cover letters, resumes, and responses to questions. Based on this discussion, Trustees agreed to interview _____ and Lazaris.

At 6:45 p.m., the Board agreed to reconvene in Open Session.

Respectfully submitted,

Susan D. Shivers, Secretary

Esther Steel, President