

TENTATIVE AGENDA
FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
**MAIN LIBRARY
BOARD ROOM
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806
MARCH 6, 2012
4:00 P.M.**

I. ROLL CALL

II. INTERVIEW OF SEARCH FIRMS VIA SKYPE

- A. BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES-MR. DAN BRADBURY
- B. MS. LOUISE SCHAPER, MSW, MLS/LIBRARY CONSULTANT

III. SELECTION OF SEARCH FIRM

IV. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES DIRECTED BY THE LIBRARY BOARD PRESIDENT.

Revised Minutes of the Special Meeting of the
East Baton Rouge Parish Library Board of Control

March 6, 2012

A special meeting of the East Baton Rouge Parish Library Board of Control was held in the Board Room of the Main Library at 7711 Goodwood Boulevard on March 6, 2012. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:10 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman, Mr. Derek Gordon, Mr. Jason Jacob, and Mr. Chip Mills. Ms. Beth Tomlinson was absent from the meeting. Also in attendance were Ms. Mary Stein, Assistant Library Director of Administration and Co-Director; Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director; Ms. Rhonda Pinsonat, Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Mr. Rip Manint of the City-Parish Attorney's Office; and Mr. Faimon Roberts, III, reporter with *The Advocate*.

The purpose of the meeting was to interview via Skype two search firms and to select one to assist the Library Board in the process of hiring a new library director. The firms that were contacted were Bradbury Associates/Gossage Sager Associates of Kansas City, Missouri and Louise Schaper, MSW, MLS/Library Consultant of Providence, Rhode Island and Naples, Florida.

Ms. Payton opened the meeting saying that since Mr. Bardwell had made the initial contact with these firms, she would like him to make the introductory comments when they come on-line. Then the Board members could identify themselves. Each firm would have a half hour to discuss their qualifications and to answer any questions by the Board members.

Interview of Search Firms via Skype

A. Bradbury Associates/Gossage Sager Associates

Mr. Dan Bradbury and Ms. Jobeth Bradbury of Bradbury Associates/Gossage Sager Associates were contacted first. They told the Board that they both have many years of experience as library directors, and that their firm works exclusively in library executive searches. Bradbury Associates' proposal included networking with library professionals starting in Louisiana, then moving to neighboring states and finally looking nationally.

They schedule four visits to Baton Rouge. They meet with the Board, the Library staff and the community initially. They then assist with marketing for the position through posting on electronic discussion lists, professional job lines and sites and with professional organizations. The Bradburys noted that their search can provide as many as 300 candidates. They screen the candidates through the applicant's cover letter, résumé and completed questionnaire. Bradbury Associates then meet with the Board and present their list of recommended candidates. A list of semi-finalists is produced from this discussion.

Mr. Mills arrived at 4:17 p.m.

Mr. Gordon arrived at 4:22 p.m.

The Bradburys recommend their presence at a two-step interviewing process. The first round usually consists of five to seven finalists. The second round narrows the process to include two or three finalists for which the search firm has conducted oral interviews with each candidate's references. Bradbury Associates also highly recommended a background check to include criminal, civil, driving, financial, and social media aspects along with drug screening.

Bradbury Associates noted that their proposal includes a guarantee. Once a director is appointed, if he or she leaves the position whether voluntarily or non-voluntarily within the first year of appointment, Bradbury Associates will on a one-time basis reactivate the search to screen at least three finalist candidates with no additional fee.

Bradbury Associates listed a flat fee of \$18,000 for their executive search services. The Board members thanked Mr. and Ms. Bradbury for their time and information.

B. Ms. Louise Schaper, MSW, MLS/Library Consultant

Ms. Louise Schaper, MSW, MLS/Library Consultant was contacted next. Ms. Schaper said the focus of her consulting firm is to work with dysfunctional libraries to enable them to address their issues and thereby, become functional systems. She added that her work does not focus on executive searches.

Ms. Schaper did note that an application and background checks would be essential in the Board's process of recruiting and hiring. She felt that forming a search committee would be a good method to use to narrow the applicant pool. The full Board would then interview the finalists. Ms. Schaper told the Board that it is critical that they protect their institution and that they be transparent with information about the search process.

Ms. Schaper discussed the salary range for the Director of the East Baton Rouge Parish Library. She said that the current range is going to be problematic in hiring a qualified candidate. Because of the size of the system, including the number of facilities and the management of the budget, she felt a starting salary of \$120,000-\$160,000 would be appropriate.

Ms. Schaper listed her fee as \$75.00 per hour plus any travel or major out of pocket expenses. She said that her total fee would be dependent on the length of time and types of services the Board would require. The Board members thanked Ms. Schaper for her time and information.

Mr. Bardwell told the Board that the third firm that had submitted a proposal, John Keister & Associates of Vernon Hills, Illinois had withdrawn from consideration.

Selection of Search Firm

The Board members discussed their ability to choose a search firm at this time since the request for a salary range increase has not been finalized. The Department of Human Resources is working on the proposed new salary range and needs a justification from the Library for the increase. Mr. Bardwell agreed to assist in writing the justification. When Human Resources has completed its work, the proposed new salary range will be submitted to the Metropolitan Council for their approval.

Ms. Payton said that they can take a vote even without the increased salary range in place. The Board members agreed that Bradbury Associates was very qualified and submitted a very detailed proposal. They noted that Ms. Schaper admitted that she did not specialize in executive placement. After a brief discussion, Mr. Gordon made a motion that the Library Board select Bradbury Associates/Gossage Sager Associates. The motion was seconded by Mr. Jacob and passed unanimously.

Ms. Payton then asked Mr. Bardwell to contact Mr. Dan Bradbury and Ms. Jobeth Bradbury to inform them that they have been selected at a fee not to exceed \$17,000 to assist the Library Board in the process of hiring a new library director.

Comments by the Library Board of Control

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Mr. Gordon, seconded by Ms. Freeman at 5:40 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director