

TENTATIVE AGENDA
FOR A MEETING OF THE
AD HOC SEARCH COMMITTEE
OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
**MAIN LIBRARY
BOARD ROOM
7711 GOODWOOD BLVD.
BATON ROUGE, LA 70806
AUGUST 4, 2012
9:00 A.M.**

- I. ROLL CALL

- II. INTRODUCTORY COMMENTS BY BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES-MR. DAN BRADBURY AND MS. JOBETH BRADBURY

- III. INTERVIEWS VIA SKYPE OF CANDIDATES FOR POSITION OF LIBRARY DIRECTOR
 - A. 9:30 A.M. – MR. BARRY BRADFORD, HAMMOND, LOUISIANA
 - B. 10:15 A.M. – MS. MARY LEBOEUF, HOUMA, LOUISIANA
 - C. 11:00 A.M. – MR. SPENCER WATTS, MOBILE, ALABAMA
 - D. 11:45 A.M. – MR. ADAM BROOKS, SPRING HILL, FLORIDA

12:30 P.M. LUNCH BREAK (PROVIDED BY THE PATRONS OF THE PUBLIC LIBRARY)

 - E. 1:00 P.M. – MS. SANDRA COOPER, SANTA ROSA, CALIFORNIA

- IV. COMMENTS BY THE PUBLIC ABOUT CANDIDATES

- V DISCUSSION OF CANDIDATES (MAY GO INTO EXECUTIVE SESSION)
 - THE AD HOC COMMITTEE MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE CHARACTER AND PROFESSIONAL COMPETENCY OF EACH APPLICANT IN ACCORDANCE WITH LA. R.S. 42:17(A)(1). CANDIDATES MAY REQUIRE THAT SUCH DISCUSSION BE HELD IN OPEN SESSION.

- VI DISCUSSION AND VOTE TO SELECT FINAL CANDIDATES FOR ON-SITE INTERVIEWS

ALL MEETINGS ARE OPEN TO THE PUBLIC

IN ACCORDANCE WITH THE BOARD'S PUBLIC COMMENT POLICY, ALL ITEMS ON WHICH ACTION IS TO BE TAKEN ARE OPEN FOR PUBLIC COMMENT, AND COMMENTS AND QUESTIONS MAY BE RECEIVED ON OTHER TOPICS REPORTED AT SUCH TIME AS THE OPPORTUNITY IS ANNOUNCED BY THE PRESIDENT OF THE BOARD OR THE PERSON CONDUCTING THE MEETING.

Minutes of the Meeting of the
Ad Hoc Search Committee of the
East Baton Rouge Parish Library Board of Control

August 4, 2012

The meeting of the Ad Hoc Search Committee of the East Baton Rouge Parish Library Board of Control was held in the Main Library Board Room on August 4, 2012. Mr. Stanford O. Bardwell, Jr., Chairman of the Ad Hoc Search Committee, called the meeting to order at 9:15 a.m. Members of the Committee present were Ms. Tanya Freeman, and Mr. Travis Woodard. Also in attendance were Ms. Kizzy Payton, President of the Library Board, Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director, Ms. Mary Stein, Assistant Library Director of Administration and Co-Director, and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Mr. Dan Bradbury and Ms. Jobeth Bradbury, both of Bradbury Associates/Gossage Sager Associates of Kansas City, Missouri, the executive search firm hired by the Library Board; a member of the community; several Library staff members, and Mr. Faimon A. Roberts, III, reporter and Ms. April Buffington, photographer, both with *The Advocate*.

Mr. Bardwell asked Ms. Zozulin to take a roll call which she did.

II. Introductory Comments by Bradbury Associates/Gossage Sager Associates-Mr. Dan Bradbury and Ms. Jobeth Bradbury

Mr. Bardwell explained that the purpose of this meeting was to interview via Skype five candidates that had applied for the position of Library Director. He added that the Bradburys were hired by the Library Board in March to conduct a national search to find suitable candidates for the Ad Hoc Committee to consider as finalists for the position. Mr. Bardwell also said that the goal today was to possibly choose as many as three candidates to travel to Baton Rouge on August 17th and 18th for finalist interviews by the full Board. He then turned the meeting over to the Bradburys.

Mr. Bradbury noted that they have five great individuals. He then outlined the interview process that would be followed with each of the candidates. He offered the following guidance:

1. Ad Hoc Committee members should introduce themselves and state what their occupations are.
2. Ms. Payton, as Board President, should introduce herself.
3. Prior to the interviews the Committee should decide on the ten questions to ask each candidate and who will ask which questions.
4. The Committee should avoid asking personal questions on topics such as family.
5. Mr. Bardwell should tell the candidates that there are ten questions with two to three minutes allocated for each answer. At the end of the question period the candidate can ask the Committee questions.

6. Mr. Bradbury will act as time keeper and intrude into the interview to keep the discussion on time.
7. The Committee should consider not discussing the candidates between the interviews, but should discuss each candidate after all the interviews are completed.
8. All of the candidates chose that the Committee discuss their character and professional competency in Executive Session.

Ms. Bradbury reminded everyone that the microphone is very sensitive and therefore, side conversations should be avoided.

The Committee then discussed the questions that they would ask and by whom. Mr. Bardwell noted that the Procedures Manual that the Committee created in January contained questions that they should consider. The following were the ten questions the Committee agreed upon:

1. What appealed to you about this position? (Mr. Bardwell)
2. Summarize your unique professional experience. (Mr. Bardwell)
3. What are the three most important issues facing public libraries today? (Mr. Woodard)
4. What unique experience and/or qualities distinguish you as a candidate? (Mr. Woodard)
5. We have a multi-tiered workforce. How do you ensure communications? (Ms. Freeman)
6. Why should we hire you? (Ms. Freeman)
7. Describe your ideal Board relationship. (Mr. Bardwell)
8. Today's fiscal climate requires that all public sector managers examine ways to deliver quality services in the most cost effective way possible. What strategies have you used to continue strong services and programs in the most effective way? (Mr. Woodard)
9. What is your experience in speaking to public groups? (Mr. Bardwell)
10. What type of partnerships do you see as advantageous for a public library? (Ms. Freeman)

The candidate would then have the opportunity to ask questions of the committee.

III. Interviews via Skype of Candidates for Position of Library Director

- A. 9:30 A.M. – Mr. Barry Bradford, Hammond, Louisiana**
- B. 10:15 A.M. – Ms. Mary LeBoeuf, Houma, Louisiana**
- C. 11:00 A.M. – Mr. Spencer Watts, Mobile, Alabama**
- D. 11:45 A.M. – Mr. Adam Brooks, Spring Hill, Florida**
- E. 1:00 P.M. – Ms. Sandra Cooper, Santa Rosa, California**

The interview of Mr. Barry Bradford began at 9:35 a.m. The following is a summary of Mr. Bradford's professional experience provided by the search firm and based on the applicant's cover letter and résumé:

Mr. Bradford is currently the Director of the Tangipahoa Parish Library in Hammond, Louisiana. The Library serves 119,824 people through 7 locations. They have a \$3 million budget. He has been there four years and his previous

experience includes Assistant Director, Chattanooga-Hamilton County Bicentennial Library, Tennessee, and multiple positions at the New Orleans Public Library. He holds a Louisiana Librarian certificate and is a graduate of the Louisiana State Library Executive Leadership Training program.

The interview of Ms. Mary LeBoeuf began at 10:20 a.m. The following is a summary of Ms. LeBoeuf's professional experience provided by the search firm and based on the applicant's cover letter and résumé:

Ms. LeBoeuf is currently Director of the Terrebonne Parish Library in Houma, Louisiana. She began her library career at Terrebonne Parish Library and has been Director for 17 years. The Library serves 111,860 people through nine locations. They have a \$5.5 million budget. She received the Louisiana Library Association James O. Modisette Award-Library of the Year (2004) and the James J. Buquet, Jr. Award of Distinction presented by the Terrebonne Foundation for Academic Excellence (August 2009). She is a Leadership Terrebonne graduate (1994) and currently serves on the Louisiana State Board of Library Examiners. She holds a Louisiana Librarian certificate.

The interview of Mr. Spencer Watts began at 11:10 a.m. The following is a summary of Mr. Watts' professional experience provided by the search firm and based on the applicant's cover letter and résumé:

Mr. Watts is currently Director of the Mobile Public Library in Mobile, Alabama. He has been the Director in Mobile for eleven years. The Library serves 369,000 people through nine locations and a bookmobile. They have a \$9.1 million budget. Former positions include Director of the Roanoke County Public Library, and positions at the Chesterfield County Public Library both in Virginia. He was Chair, of the Alabama Library Association, Public Library Division (2004) and won the Virginia Public Library Director of the Year Award (1998). He has been actively involved in strategic planning and a capital improvement program.

The interview of Mr. Adam Brooks began at 11:55 a.m. The following is a summary of Mr. Brooks' professional experience provided by the search firm and based on the applicant's cover letter and résumé:

Mr. Brooks is currently the Library Service Manager, for the Hernando County Public Library in Brooksville, Florida. He is also currently serving as Interim Director of Community Development. The Library serves 175,000 people through five locations. They have a \$2.5 million budget. He has been there two years. Previously, he was Library Director at the Bell/Whittington Library in the City of Portland, Texas, and a Branch Manager at the Houston Public Library in Houston, Texas. He received the Excellence in Libraries Award, Texas Municipal Library Director's Association (2008-09) and the Houston Public Library's Outstanding Rookie Award (2006).

At 12:40 p.m. the Committee temporarily adjourned the meeting for a lunch break provided by the Patrons of the Public Library (POPL).

The interview of Ms. Sandra Cooper began at 1:05 p.m. The following is a summary of Ms. Cooper's professional experience provided by the search firm and based on the applicant's cover letter and résumé:

Ms. Cooper is currently the Director of Sonoma County Library headquartered in Santa Rosa, California. The Library serves 488,116 people through 11 branches and two rural stations. They have a \$15 million budget and circulation of 3.7 million. She's been there for 6½ years and has previous experience as the North Carolina State Librarian, Chief of the Bureau of Library Development in Tallahassee, Florida, and several years of consulting and library agency work. Her experience also includes four years as a Parish Librarian of the DeSoto Parish Library in Louisiana. She holds a Louisiana Librarian certificate.

The interviews were completed at 1:45 p.m.

IV. Comments by the Public about Candidates

Mr. Bardwell then said the public could make comments about the candidates. There was only one member of the public present, Mr. Ben Strong, who is a retired librarian. Mr. Bardwell asked him to make a comment. Mr. Strong said that the Board has a very serious situation ahead of them. He wondered if the Board is now at a disadvantage because of the current Library Director salary range and the issues surrounding the attempt to increase the range. He noted that the East Baton Rouge Parish Library is a good system and Baton Rouge is a good place to live. But the Board will have a challenge in filling the position of Library Director.

Mr. Bardwell asked Mr. Strong about the candidates. Mr. Strong observed that one cannot always say that just because an applicant does not have experience in a particular area that the candidate cannot do well in that area. He added that they should not hold a lack of experience against a candidate. His other perception was that a candidate who moves frequently does not imply that the individual is not a stable person. In conclusion Mr. Strong said he saw a variety of experience and a sense of humor among the candidates. He thanked the Committee for conducting the interviews in public so that he could observe the process.

V. Discussion of Candidates (May Go into Executive Session)

The Ad Hoc Committee May Go into Executive Session to Discuss the Character and Professional Competency of Each Applicant in Accordance with La. R.S. 42:17(A)(1). Candidates May Require that Such Discussion Be Held in Open Session.

Mr. Bardwell said that the Committee was ready to discuss the character and professional competency each candidate. All five candidates were notified that the interviews would be conducted in an open meeting. However, under La. R.S. 42:17 (A)(1) the candidates could require that a discussion of their character and professional competency be discussed in Executive Session. All of the candidates chose that the Committee conduct their discussions in Executive Session. Mr. Bardwell asked for a motion that the Committee go into Executive Session. Mr. Woodard made the motion and Ms. Freeman seconded it.

Mr. Woodard asked Ms. Payton if she had any comments for the Committee. Ms. Payton replied that all five candidates have a lot to offer. She advised the Committee to keep all options open. She added that they want to pick the right person, so they should not rush with a decision. Ms. Payton noted that they are not required to hire one of the candidates. They can close the process now and re-open the search at a later date if necessary. She wished the Committee the best of luck on their discussions.

Mr. Woodard asked what their legal limits were in their discussions of each candidate. Mr. Bardwell replied that they may only discuss the character and professional competency as stated in Item V. The Committee voted unanimously to go into Executive Session at 2:10 p.m. with the Bradburys included in the Executive Session.

VI. Discussion and Vote to Select Final Candidates for On-Site Interviews

At 3:00 p.m. the Committee ended the Executive Session on a motion by Mr. Woodard, seconded by Ms. Freeman and unanimously voted upon. Mr. Bardwell said the public meeting would resume at this point. He said they had extensive discussions about the character and professional competency of each candidate including positive and negative aspects of each.

Mr. Bardwell asked for a motion as a result of their evaluations. Mr. Woodard moved that they ask Mr. Spencer Watts to come to Baton Rouge on August 17th and 18th for the next round of interviews for the position of Library Director. Ms. Freeman seconded the motion.

Mr. Bardwell asked if there were any comments before they voted. Ms. Freeman said Mr. Watts' competency and experience with construction projects, management of the largest budget of all the candidates and his clear direction and steady management skills were considered in this decision. She added that he described himself as a work horse. He also had good communication methods. Ms. Freeman added that Mr. Watts was very supportive of

partnerships and what he could accomplish here. She noted that he has been in his current position for twelve years.

Mr. Woodard said that choosing Mr. Watts was not a reflection on the other candidates. He said they felt there was only one who could carry out the goals of the Library Board and that was Mr. Watts. He added that they felt Mr. Watts would be a visionary for the East Baton Rouge Parish Library.

Mr. Woodard said they were sorry that there weren't other candidates to consider. However, he wanted it to be clear that a final decision on Mr. Watts has not been made. If, after the sessions on August 17th and 18th, the Board does not feel he is the right candidate for the position, they will vote not to offer him the job. Mr. Woodard noted that they could possibly open the search again after the salary study is completed and the new salary range is in place.

Ms. Freeman asked Mr. Woodard to clarify his comments which he did. Ms. Payton concurred with Mr. Woodard's analysis of their options. Mr. Bardwell asked for a vote on the motion to invite Mr. Watts for further discussions on August 17th and 18th. The vote was unanimous.

Ms. Freeman asked Mr. Bradbury to notify the four candidates who were not chosen of the Committee's decision. Mr. Bradbury then confirmed the process for August 17th and 18th. Ms. Freeman then asked if they could conduct the final interview on August 16th, the day of the regular Library Board meeting. Mr. Woodard said he felt it was better to have the candidate here for two days to interact with staff. Ms. Payton agreed that the dates for the final interview should be left as originally planned.

Ms. Stein then said they were hoping for a public event on Friday evening after the libraries close. Mr. Watts could make a presentation and answer questions from the public. Mr. Bardwell said he did not think the public would come out on a Friday night for such an event. He would like Mr. Watts to have a tour of the branches and meet with the POPL Board. He added that the events should be published in the newspaper. Because he had never seen a two-day interview process, Mr. Bardwell asked the Bradburys to provide guidance on what activities should be included over the two days. Ms. Stein noted that this type of interviewing occurs at universities.

Ms. Payton said the process should be conducted over two days. She said she would yield to the Committee for the schedule of events. Mr. Woodard suggested they tour the branches on Friday with a presentation on Friday at the Jones Creek Regional Branch. He added that Saturday morning a meet and greet event could occur before the Board conducts the interview. Mr. Bradbury suggested that the staff could put together a plan. Mr. Woodard then said he would like to see the presentation given on Friday night followed by a meet and greet opportunity with the public. On Saturday morning the interview by the Board would occur.

There being no further discussion, Mr. Woodard made a motion to adjourn. The motion was seconded by Ms. Freeman. The meeting adjourned at 3:20 p.m.

Stanford O. Bardwell, Jr., Chair of the Committee

Patricia Husband, Co-Director

Mary Stein, Co-Director