

**Stillwater Public Library**  
**Board of Trustees**  
Special Meeting  
March 6 and 8, 2017

Minutes

**March 6:**

Present: Keliher, Carlsen, Lunn, Menikheim, Stark

Absent: Bell, Richie, Hansen

Staff: none

Agenda item 1: Meeting called to order at 7:05 p.m.

Agenda item 2: Adoption of the agenda – MSP

Agenda item 3: The library board conducted interviews with two of the four finalists under consideration to provide executive search services to the library. No discussion or deliberation of the candidates took place. The two finalists interviewed on March 6 were:

- a) John Keister and Associates: John Keister
- b) Cincinnatus: Brad Ballinger and Nancy Speer

Agenda item 4: Meeting adjourned at 9:03 p.m.

**March 8:**

Present: Keliher, Richie, Carlsen, Lunn, Menikheim, Stark

Absent: Bell, Hansen

Staff: none

Agenda item 1: Meeting called to order at 7:01 p.m.

Agenda item 2: Adoption of the agenda – MSP

Agenda item 3: The library board conducted interviews with two of the four finalists under consideration to provide executive search services to the library. No discussion or deliberation of the candidates took place. The two finalists interviewed on March 6 were:

- a) Library Strategies: Sue Hall
- b) Springsted | Waters: Sharon Klumpp

Agenda item 4: Meeting adjourned at 9:04 p.m.



Mike Keliher <mjkeliher@gmail.com>

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## Quick follow-up from Stillwater Public Library

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**Brad Ballinger** <brad@cincinnati.com>  
To: Mike Keliher <mjkeliher@gmail.com>  
Cc: Nancy Speer <nancy@cincinnati.com>

Mon, Mar 13, 2017 at 12:29 PM

Mike,

Attached please find our final technical and price proposals. **One change was made to the technical proposal, and is italicized at the top of page six. It reflects more up front work in the search process. There is a modest increase in the price proposal as a result. Additionally, however, please note that the price proposal assumes a specified number of interviews (8-10 first round interviews and 3-5 finalist interviews). Should there be fewer interviews than those estimates, the Library Board can expect to see a reduction in the fees associated with one or both of those phases of the search.**

Please call with any questions. During your deliberations, Nancy or I can be available by cell phone should there be any last minute questions or points that need clarification. Thank you, again, for considering Cincinnati!

Brad


Brad Ballinger  
Direct: 612-843-0130  
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brad@cincinnati.com


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[Quoted text hidden]

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### 2 attachments

 **Stillwater Public Library Board Executive Search Proposal FINAL.pdf**  
946K

 **Stillwater Public Library Board Executive Search Price Proposal FINAL.pdf**  
545K

candidate should possess, qualities that are particularly appropriate for the culture and environment at the library.

*Also, as part of the design phase, and based on our March 6 meeting with representatives from the Library Board, we recommend that four separate meetings occur with the key stakeholder groups of Board, staff, Foundation, and Friends. In these meetings, we will elicit qualities and attributes these stakeholder groups feel are critical for the library's next ED. In addition to a list of the qualities and attributes, these meetings will also generate buy-in early in the process. Our price proposal (attached) reflects a corresponding fee adjustment.*

At this point, we will also develop a work plan for the search that includes:

- A detailed timeline,
- A process for how and when the Search Committee and larger Board will be involved,
- A determination of whether and how the staff and other key constituencies will be involved.

#### Announcement

We will review the position description with an eye to its serving as a marketing document in order to attract the strongest possible candidates. We will draft a brief position announcement to appear in print and on websites that you have already identified as well as others we recommend. We will work with you to assemble the lists of institutions and individuals we will contact on your behalf. We will also advise you on other lists of individuals and organizations that should receive announcements. Typically, Cincinnatus handles all mechanics of these announcements.

In addition to a position announcement, Cincinnatus will also create a position profile to be used by us and by the Library Board for recruitment and marketing. This profile will include a detailed position description, information about the Library Board, Stillwater Public Library, and the community of Stillwater. The Library Board's search committee will have the opportunity to review this profile before distribution.

#### Recruitment

Two pools of candidates are available: those currently looking for employment opportunities and those who are not. Announcements and postings appeal to the former. The latter are identified through nominators we will identify as being useful for this particular search. We will, therefore, actively prospect within similar institutions or in other channels to identify individuals currently employed—who, when presented the opportunity, might consider the opening seriously. We will follow up with nominators and

The following outlines the Cincinnatus Price Proposal to accompany our prior proposal for executive search services to the Stillwater Public Library Board. In that prior proposal we stated the following:

“Cincinnatus has a different fee structure from most other firms that will be submitting proposals. While other firms determine their fee based on a flat rate or percentage of first year compensation for the hired executive, we price our services based solely on the work we do. Therefore, should Cincinnatus advance in the evaluation process, our pricing model will have a cost attached to each of the search phases. We structure our fees this way in the event the client wishes to handle a certain part of the search on their own given budget constraints.”


Therefore, you will notice a range for services, which is tied to the number of interviews. Furthermore, we invoice our clients at the beginning of the month for work completed in the prior month. We do not require a retainer to begin our work on any search. If clients wish to “prepay” costs up front, that is entirely their choice. Bearing all of this in mind, our fee structure is as follows:

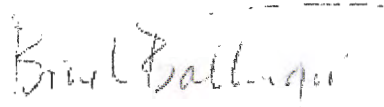
Phase 1 – Design of the Search Process	\$4,000
Phase 2 – Announcement	\$800, plus expenses*
Phase 3 – Recruitment	\$8,000
Phase 4 – Screening Interviews (8-10 interviews)	\$5,600 - \$7,000
Phase 5 – Finalist Interviews (3-5 interviews)	\$1,500 - \$2,500
Phase 6 – Decision and Reference Checking (1-2 finalists)	\$1,000 - \$1,750
Phase 7 – Offer, Negotiation, and Background Checking	\$1,000, plus expenses*
<b>Total Fee Range:</b>	<b>\$21,900 - \$25,050, plus expenses*</b>

\*Expenses typically include posting fees and background checking fees, and are simply a pass through expense to the client.

We look forward to meeting representatives of the Library Board on March 6 to discuss both our Technical Proposal and this Price Proposal. Should you require any information from us prior to that time, please do not hesitate to get in touch.

Respectfully submitted

  
Nancy Speer  
Cincinnatus Principal

  
Brad Ballinger  
Cincinnatus Principal

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## Quick follow-up from Stillwater Public Library

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John Keister <john@johnkeister.com>  
To: Mike Keliher <mjkeliher@gmail.com>

Fri, Mar 10, 2017 at 1:53 PM

Hi Mike,

The attached proposal is identical to the original but with the addition of the price/fee schedule and our guarantee. I also emailed this revised proposal to Diane Ward.

Hope the Partnership Party is a big success. I was one of the founders of a foundation for our local schools but I think the Partnership Plan is an example to follow.

John

On Mar 9, 2017, at 9:59 PM, Mike Keliher <mjkeliher@gmail.com> wrote:

Hi, John!

Thanks again for taking time to "visit" with the library board and discuss our executive search process. It was great to learn more about your services and to pick your brain about the adventure we're on right now!

As I mentioned, we fully expect to complete our deliberation at our March 14 board meeting and get started ASAP thereafter. And although we're a bit off the tentative timeline outlined in our RFP, I did want to remind you of this opportunity:

The RFP talked about giving each finalist firm an opportunity to submit a final amended/revised proposal -- just in case anything that came up during our interview discussion causes you to see value in clarification or refinement. I don't at all expect anything further from you; I'm simply pointing this out.

The RFP document says: "The final RFP to be submitted after the interview. --The technical data should be amended and modified as appropriate to address the issues and reflect the scope of services discussed during the oral interviews and outlined in any addendum for the search which may have been issued."

Let me know if you have any questions. Thanks again!

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Mike Keliher  
651-324-0213  
michaelkeliher.com

Donate to the Stillwater Public Library Foundation!



Library Search Proposal\_Keister Rev1.pdf

224K



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Month 3 - 4	<ul style="list-style-type: none"><li>• Final candidate interviews at library</li><li>• Reference checks</li><li>• Presentation of offer (Board to Candidate)</li></ul>
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**Fee for Executive Search Services**

Our fee for search services is \$19,800. Part of this fee (\$6,600) will be payable upfront, to help us defray our search expenses and to initiate the search. A second payment of \$6,600 will be due upon your acceptance of a slate of candidates. The balance of the fee will be billable upon selection of the new Library Director, and payable within 30 days after acceptance of the offer by the new Library Director.

Our professional fee includes:

- Design, development and hosting of a website for the Director Search
- All consultant expenses, including travel, for three meetings at the library: our initial information-gathering session, a meeting to present candidate profiles, and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, as needed
- All advertising costs

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library.

**Optional Fee Plan:**

We respect that many libraries are particularly mindful of flat or falling budgets due to economic conditions that have impacted their revenues in recent years. As an alternative to our normal fee and proposal, we offer a reduced fee plan whereby we lower the total fee by \$1,500. With this plan, we would conduct our candidate profile discussion via Skype or conference call rather than in person. Our fee for search services under this plan is \$18,300 total, payable in three installments at times as outlined above. This fee includes:

- Design, development and hosting of a website for the Director Search
- All consultant expenses, including travel, for *two* meetings at the library: our initial information-gathering session and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, including candidate profile discussion and other times as needed
- All advertising costs

**GUARANTEE:**

If the new Library Director leaves the position within the first year after acceptance, we will, on a one-time basis, reactivate the search upon your request. Such a reactivation must assume that we will be allowed to pursue our own approach to achieve the reasonable results you anticipate. The library will assume all expenses directly related to a reactivated search, but we will expect no additional search fee.

We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

Number of Staff and Hours Needed to Open MLK and President's Day 2018				
# Staff	Job Title	Hours	Wages	
1	Custodian	8	196.08	
3	Shelvers	11	108.9	
1	Library Aide	5.5	86.19	
4	Library Assist. 1	22	502.48	
1	Office Specialist	7	151.9	
2	Library Assoc. 1	11	301.18	
Total: 12		Total: 64.5	Total Cost: 1,346.73	

\* This estimate is using regular staff- no substitutes. and no Supervisors

\* Staff Hours Open: 9-8pm, Public Hours Open 10-8pm