

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES – SPECIAL MEETING
April 3, 2017
Minutes

PRESENT: Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark

ABSENT: None

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: Resolution 2017-1 Awarding Contract for Executive Search Services

Keliher reported that the Executive Committee worked with Keister to review fees and scope of work, and determined that the items included in the proposal should be kept. The contract includes fees for two in-person meetings with Keister. Menikheim proposed that the Board take up the discussion of adding on the third meeting with Keister at the regularly scheduled April board meeting.

Motion made to approve the proposal and award contract for Stillwater Public Library executive search services to John Keister and Associates. Yes - Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark. No – None. MSP.

AGENDA ITEM 4: Discussion of Director Search Process with John Keister of John Keister and Associates

John Keister discussed the executive search process with the Board. He reported that he met with staff, the Foundation, the Friends, Interim Director Brechon, and City Administrator Tom McCarty to help get a feel for the library, ascertain its culture and history, and identify the challenges and opportunities that a director may face. He asked the trustees for their feedback on challenges. Board discussed desired attributes of a new director.

Keister reviewed the steps of the search process. To assist in this process, Keister asked the board to discuss a relocation package and salary range. The board will begin addressing these points at the regularly scheduled April meeting.

AGENDA ITEM 5: Adjournment

Adjourned at 8:19 pm.

Note: The notation MSP is used in instances of unanimous approval of a motion. In the event of division, the vote of each trustee voting will be recorded.