

CITY OF NEWPORT BEACH

**Board of Library Trustees MINUTES
Special Meeting
August 16, 2013 – 1:30 p.m.**

The agenda for this Board of Library Trustees Special Meeting was posted on Tuesday, August 13, 2013 at 4:36 p.m. on the City Hall electronic bulletin board located inside the Council Chambers, 100 Civic Center Drive, Newport Beach, CA 92660.

CONVENED AT 1:30 p.m.

1) **CALL MEETING TO ORDER** – Chair Johnson-Tucker called the meeting to order.

2) **ROLL CALL** – Roll call by Chair Johnson-Tucker

Trustees Present: Jill Johnson-Tucker, Chair
Jerry King, Vice-Chair
Eleanor Palk, Secretary
Robyn Grant
John Prichard

Staff Present: Dave Kiff, City Manager
Terri Cassidy, Asst. City Manager/Human Resources Director
Tim Hetheron, Library Services Manager
Melissa Kelly, Support Services Coordinator

NBPL Foundation Present: Tracy Keys, NBPL Foundation Executive Director
Adrian Windsor, NBPL Foundation Board Member
Karen Clark, NBPL Foundation Board Member
Lizanne Witte, NBPL Foundation Board Member

Public Present:
Jim Mosher
George Schroeder
Elizabeth Stahr

Chair Johnson-Tucker explained the process regarding moving forward with the Library Services Director recruitment. She noted that this meeting will be the first time most in attendance will learn what the procedure is. Comments and suggestions are welcome and will be allowed on each agenda item as presented.

3) PUBLIC COMMENTS ON AGENDA ITEMS

Jim Mosher emailed two pages of type-written remarks which were distributed by email to all Board of Library Trustees prior to this meeting. Paper copies were available at the meeting. He noted that the process of publicizing this meeting was not as good as he would have liked it to be, and that there was no signage in the Library lobby. Chair Johnson-Tucker thanked him for his comments.

4) CURRENT BUSINESS

1. *The recruitment and appointment process for a new Library Services Director/City Librarian:*

Chair Johnson-Tucker announced that Library Services Director Cynthia Cowell would not be in attendance at this meeting.

- a) *The City Manager will describe a process to follow regarding the selection of a new Library Services Director/City Librarian, and will welcome the Board's and public's comments and suggestions.*

City Manager Kiff thanked Chair Johnson-Tucker and began speaking on the City Charter Article VII, Section 708. Past recruitments have been handled a number of ways. The Memorandum of Understanding (MOU) relating to Shared Governance of the Newport Beach Library Director that was distributed at the August 8, 2013 Board of Library Trustees Meeting and created in November 2002 is not a binding document and was not approved by the City Attorney or City Council.

Terry Black and Associates, a municipal recruiter, will be used for this recruitment. Examples of two Library Services Director recruitment brochures were distributed. The timeline for completing this process will be on or about the first of 2014. Terry Black will communicate with key members of the Friends of the Library and the NBPL Foundation. In a typical recruitment, approximately 100 to 125 applications are usually received with about 80% of applicants not meeting the minimum qualifications. The recruiter screens the applications and this leaves 20 to 22 %. From there it is narrowed down to 10 to 13 % of the applicants who would be invited to attend an interview process. A closed session would be held for the Board of Library Trustees to interview the applicants.

City Manager Kiff gave examples of some questions that may be included in the interview process. The City department directors would be given an opportunity to meet with the interviewees to see if they are a good fit for the organization. Afterward, the City Manager would review with the Board of Library Trustees and Department Directors to determine two to four candidates who would then be prioritized for a final interview. A written offer would be given to the final applicant, and hiring would be contingent upon their passing a rigorous background check, after which a start date would be determined.

A question and answer period followed which included the timeline, nation-wide publicity, and brochure preparation. One of the items presented for discussion was the consideration of the upcoming holidays in completing this process so as not to be rushed.

Human Resources Director Terri Cassidy explained the application process timeline usually followed in recruitments of this caliber by the Human Resources Department and by the Recruiting agency. Library Services Director recruitment brochures from Riverside and San Jose were referenced.

Dave Kiff reviewed how the referenced MOU affects this recruitment. He explained that the goal is to have the involvement of the entire Board in this process as it is important that the chosen candidate would work well for the Board and the community. The application period will be approximately 45 days.

- b) *Open forum: What kinds of qualities/qualifications does the Board and public hope to see in the next Library Services Director?*

Public comments included oversight of the Board of Library Trustees so politics do not get involved. The creation of the above referenced MOU was an expression of faith between the previous City Manager and the Board of Library Trustees and not considered to be a short term effort. Some feel it should become a permanent document.

Dave Kiff noted that if the Board of Library Trustees chooses to make this document a binding one that it would need to be approved by City Council.

The written public comments distributed at this meeting included the timeline suggested by the Detroit Suburban Librarians' Roundtable Succession Planning Committee and the Board of Library Trustees in articulating their vision for this position and in the successful transfer of knowledge from the current administration to the next was also noted.

The public stressed the importance of choosing a new director that is open to new ideas, enjoys reading, is on the cutting edge of technology, an individual that works well with staff, interacts well with the public and support groups. Also the importance of maintaining the Library's good reputation and state ranking was stressed. Also suggested was the importance that the recruitment brochure detail the community's demographics, culture, programming and support group funding. The Urban Libraries Council was discussed as a good source for recruitment publication. The Board suggested that staff input also be taken into consideration. Among other things discussed was the cost of living, compensation, pension benefits, and overseeing the Cultural Arts Division and recent changes in that area.

Another suggestion was to not put too much information in the brochure so that applicants to do research prior to applying

2. *Consideration (including approval or disapproval) of the City Manager's proposed appointment of Library Services Manager Tim Hetherton as Interim Library Director effective on or about October 4, 2013.*

City Manager Kiff explained the reasoning for choosing Library Services Manager Tim Hetherton as Interim Library Director. He has great faith in Tim's abilities and noted that this in no way would skew the recruitment process while serving in this capacity or as an applicant. Past and current Board of Library Trustees present reiterated their confidence in Tim stepping into the Interim position.

The written public comments distributed at the beginning of this meeting were again referenced in regard to the Interim appointment of Tim Hetherton.

The Board reiterated their confidence in the recruitment process and the selection of a dedicated applicant for the permanent Library Services Director position.

It was moved, seconded and passed (Trustee Palk/Trustee King) to approve the appointment of Library Services Manager Tim Hetherton as Interim Library Services Director. Motion carried by all Board of Library Trustees present.

5) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Jim Mosher spoke on the relevance and criteria for the Library's star ranking. The Board noted that the recent construction and limited capacity in Children's programming has impacted those numbers.

Elizabeth Stahr noted that in 1994 the Library moved from a 15,000 square foot facility to a 54,000 square foot facility, and then recently expanded another 17,000 square feet which shows that the Library is a widely used facility and service to the community.

6) ADJOURNMENT – 3:00 p.m.

Submitted by: _____
Chair Approval of Minutes