

**SPECIAL LIBRARY BOARD OF TRUSTEES MEETING MINUTES**  
**October 2, 2015**

**The Board met in special session at the North Valleys Library, 1075 North Hills Blvd,  
Reno, Nevada**

**CALL TO ORDER**

Chair Stoess called the meeting to order at 11:30 a.m.

**ROLL CALL**

Board Members Present: Wendy Alderman, Sara Sattler, Al Stoess, Derek Wilson  
Zany Marsh arrived at 12:00 p.m.

County Staff Present: Assistant District Attorney Dania Reid, Workforce Development  
Manager Kathy Hart

Public Present: Mike Tanner, Senior Vice President, Strategic Government  
Resources (via Skype)

**PUBLIC COMMENT**

Jennifer Oliver, Development Officer, provided Trustees with a copy of the most recent  
welcome brochure. She noted that there is also a Spanish version available.

**DISCUSSION AND DIRECTION TO STAFF REGARDING THE ESTABLISHMENT AND DUTIES OF  
THE PANEL WHICH WILL INTERVIEW FINALIST CANDIDATES FOR THE LIBRARY DIRECTOR  
POSITION, WHICH MAY INCLUDE THE FOLLOWING ISSUES: PREFERRED NUMBER OF  
MEMBERS ON THE PANEL; WHO SHOULD BE INVITED TO SERVE ON THE PANEL; QUESTIONS  
THAT THE PANEL SHOULD ASK OF THE CANDIDATES; PROCESS AND/OR CRITERIA TO BE USED  
IN EVALUATING THE CANDIDATES; AND HOW MANY OF THE CANDIDATES SHOULD THE  
PANEL RECOMMEND FOR A FINAL INTERVIEW WITH THE TRUSTEES**

The Library Board reviewed the information submitted in the packet.

Director Maurins provided a brief overview of the purpose of the special meeting and  
explained what should be accomplished. He informed the Board that Strategic Government  
Resources had narrowed the applicants down to 12 and that an outside panel was to be  
selected to interview the top six or so candidates on November 3. The panel would then  
identify the top two or three candidates, whom the Board would interview on November 4.

Upon questioning by the Board, Director Maurins answered the following:

- The November 3<sup>rd</sup> Special Meeting to interview the remaining candidates meets the  
qualifications of an open meeting, and the public is welcome to attend.
- Candidates will be interviewed in person with travel expenses paid by Washoe County  
Human Resources, and moving costs for the individual who is hired would be paid out  
of the Library System budget.
- He would recommend having a Trustee on the panel.
- November 4<sup>th</sup> is okay should the Trustees decide to set the Board Interview meeting  
for that day; however, there is also a Friends meeting that the Director will be  
attending.
- He expects that it will take the Board 2-3 hours to make a selection from the candidate  
interviews.

Director Maurins imparted the following information regarding the interviews:

- The panel will ask the same questions of each candidate.
- Any questions not asked by the panel can be asked by the Board, but those questions must also be asked of all candidates.
- He noted it may be unrealistic to determine all questions today and that the Board could select a sub-committee to schedule a meeting of up to two Trustees to review the sample questions and determine which ones should be asked by the panel, and which ones by the Board.

Trustees Alderman and Sattler volunteered and were selected by the Chair to serve as members of the sub-committee.

Director Maurins called Mike Tanner of Strategic Government Resources on Skype to join the meeting.

Upon questioning by the Board, Mr. Tanner stated that the panel should not exceed nine members.

Trustee Alderman noted concerns about panel representation rather than the number of individuals. She stated she would like to see a cross section that includes a representative from the community who trains in adult skill-building and workforce development like Jim New from Truckee Meadows Community College or an EDAWN representative. She also stated she would like to aim for a panel of seven versus nine members.

Trustee Wilson stated his preference towards nine panel members including Former Library Director Nancy Cummings

Upon questioning by Trustee Sattler, Director Maurins clarified County policy that no one below the classification of Library Director within the Library System could be on the interview panel.

Chair Stoess volunteered to be on the panel as the Trustee representative.

Trustee Marsh arrived at 12:00 p.m.

Legal Counsel Dania Reid informed the Board that an even number of panel members could result in a tie and that the Board should stay with an odd number.

Further Board discussion resulted in the following:

- Nine names to be included on the invitations to join the interview panel for Library Director. Based upon availability, a maximum of nine individuals will participate in the panel.
- Senior Services Director Grady Tarbutton and Assistant County Manager Kevin Schiller were selected to be contacted as an alternate should one of the other invitees be unavailable.

As decided by the Board, the following individuals have been selected to be invited to participate in the Library Director Interview Panel:

- Chair Stoess, Library Trustee
- Dan Erwine, Friends Board President

- Traci Davis, WCSD Superintendent
- Kathlin Ray, UNR Dean of Libraries
- Daphne DeLeon, Nevada State Library Director
- Arnie Maurins, WCLS Library Director
- Carol Lloyd, Churchill County Library Director
- Nancy Cummings, Former WCLS Library Director; NNLC Board Member
- Jim New, Truckee Meadows Community College Dean of Technical Services

Director Maurins defined the task of the selected panel as narrowing down the candidates from approximately six to the number preferred by the Board for the final piece of the selection process.

Mr. Tanner, Government Strategic Resources provided the following direction:

- He recommended no more than six candidates be moved forward in the selection process to appear before the interview panel.
- An efficient interview panel can ask up to 15 questions during a 50-minute period if they are able to keep candidates on track.
- The focus of the panel should be evaluating the candidates against the Board's desired profile and qualities.
- He confirmed he could re-send the search criteria to the Trustees.

Trustees Sattler and Alderman will use the search criteria as a reference document when going through questions as the selected sub-committee.

Upon Director Maurins' query to the Trustees asking if they wanted to provide input on the questions or areas or leave judgement to the sub-committee, Board discussion included:

- Trustee Sattler stated she felt the Library is in need of alternate funding quickly, and that the new Director should be someone willing to make connections and who is comfortable with it.
- Trustee Marsh stated that she felt funding is important, but that the Library System also needs to have a role in the community and with economic development.
- The intent of the sub-committee will be to create two lists of questions; one for the panel and one for the Board. These lists will be brought to the next meeting.
- The sub-committee will also create a statement or profile of what the Board is looking for in a Library Director to provide the panel members for their interviews.

Director Maurins asked that either the panel or the Board interviews include a question about what qualities candidates would look for when hiring their new Assistant Library Director.

Upon questioning by the Board, Mr. Tanner stated that he is not in favor of providing questions to the candidates ahead of time, allowing time to prepare a response. He is in favor of seeing how a candidate responds in real time.

Upon further discussion of how many candidates the Board would like to have the panel recommend, Workforce Development Officer Kathy Hart clarified that the intent of the panel is to narrow down the larger field of candidates to a small group. This allows the final interview panel, i.e. the Library Board, to see the top two to three candidates.

By majority, the Board selected to interview the final three candidates, potentially four in case of a tie, as their goal. Trustee Marsh stated her preference to remain at three.

Legal Counsel Dania Reid, informed the Board that, although this agenda item is listed as a possible action item, there is no motion required.

There were no additional requests of the sub-committee.

Director Maurins disconnected with Mr. Tanner from Skype.

**PUBLIC COMMENT**

None

**BOARD COMMENT**

Upon questioning by the Board, Director Maurins confirmed that the Joint Library Board of Trustee and Board of County Commissioner Meeting has been scheduled for Tuesday, October 20 at 2:00 pm in the Commissioner Chambers. He stated that the staff reports will be officially available about one week prior to the meeting, but that he would send the reports to the Trustees prior to that time.

Chair Stoess adjourned the special Board meeting at 12:30 p.m.