

HENNEPIN COUNTY

LIBRARY BOARD

The public is welcome at all library board meetings

October 16, 2019, 5:00-6:30 p.m.

Ridgedale Library | LadySlipper Meeting Room | 12601 Ridgedale Drive | Minnetonka, MN 55305

Library Board Agenda

Director Selection Process Committee

1. Welcome and call to order
-  2. Approval of agenda*
-  3. Approval of meeting summary, September 18, 2019*
4. Director Search Update on Time-line and Process
5. Discussion of Finalist Process, External Engagement
6. Future Meeting Scheduling
-  7. Adjourn*



* *Library Board action items*



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Director Selection Process Committee

Meeting Summary

The Library Board Director Selection Process Committee met Wednesday, September 18, 2019, Washburn Library, meeting room.

Attendees

Committee members: Chair Katherine Blauvelt, Tim Dolan, Jonathan Gaw, Sheila Letscher, Margy Ligon, Samuel Nelson, and Erin Vrieze Daniels

Library Board members: N/A

Staff: Interim Library Director Janet Mills, Kari Boe Schmidt, Deborah Johnson, Shannon Adkins, and Jeannette Lewis

Welcome and Call to Order

President Katherine Blauvelt called the meeting to order at 5:01 p.m. and welcomed attendees.

Approval of agenda and meeting summary

President Katherine Blauvelt made a motion to approve the agenda.

Erin Vrieze Daniels made a motion to approve the agenda; seconded by Jonathan Gaw. Motion passed.

Margy Ligon made a motion to approve the June 5, 2019, meeting summary; seconded by Erin Vrieze Daniels. Motion passed.

Public Comment

None

Director Search and Timeline Update

Katherine Blauvelt invited staff (Kari Boe Schmidt) of the Hennepin County Human Resources Department, to provide a Library Director Search and timeline update.

Katherine Blauvelt listed handout materials:

1. Message from Michael Rossman, Chief Human Resources Officer.
2. Library Director Job description.
3. Brochure from a recruitment firm (DDA).

Library Board

Katherine Blauvelt, President | Chris Damsgard | Tim Dolan | Jonathan Gaw, Secretary | Rahfat Hussain | Adja K. Kaba
Sheila Letscher | Margy Ligon | LaBelle Nembang | Samuel Neisen | Erin Vrieze Daniels, Vice President

Interim Library Director

Janet Mills



Kari Boe Schmidt, Manager of Hennepin County Talent Acquisition, stated they have launched the job posting on the Hennepin County website and the search firm “DDA” website. DDA is the organization we have contracted with to fill the position. The sourcing of our recruitment team has been implemented and is underway. The search firm is doing personal outreach to potential candidates within the current network or looking to new networks to individually invite people to participate in the hiring process. DDA is informing and inviting applicants, and also receiving all applicants’ information. The process is different from Hennepin County Talent Acquisition usual process. When candidates go to the Hennepin County website job posting, you will see the job posting. You will then be directed to apply for the position on the search firm “DDA” actual website.

[Director Selection Process Committee Timeline and Next Steps](#)

Kari Boe Schmidt states Sept 30, 2019 “DDA” will start reviewing candidates, to see where we are at in the hiring process. “Are we at the point of bringing the Screening Committee together to review those candidates, or give recruitment more time to generate more candidates?” DDA and Hennepin County Talent Acquisition will assess what the candidate pool is looking like at that time and review how confident the recruitment firm feel to move forward in the hiring process. The position is posted as “open until filled,” really meaning open until the Screening Committee has determined there are enough candidates to move forward in the hiring process. At that point, we will most likely shut down the receipt of applications, and the process will be closed at that time, however, it is flexible. Now we’re waiting for everything to come together to start planning the behind the scenes portion for the Screening Committee to look ahead of what those dates will be and the timeline. We are hoping to have someone in place by the end of the year, but more realistically by the first quarter of 2020.

Katherine stated Michael Rossman did notify her ahead that he had another conflict and couldn’t be at the meeting, but is happy to have Kari Boe Schmidt step in to answer questions regarding the process. Michael shared that generally speaking there are important differences but the ark of the process will likely be the same, as we know it.

President Katherine Blauvelt opened the table for questions.

Erin Vrieze Daniels, states the search firm Michael Rossman originally told us we were using is different. One thing he talked about was National Search Firms and things we are valuing in the search firm, and how he decided on choosing a DDA search firm that seems to be more regional based then national?

Kari Boe Schmidt replied the initial search firm we were working with would not agree to certain contract details. The County Attorney’s Office advised that we should not agree to those, as it may put the County at risk. So at that time went with the second firm that had submitted a proposal. We do feel very confident of DDA, they specialize in the public sector, very flexible and easy to work with. They regionally have a solid presence. They implement national searches, it’s just that their experience is more local.

Erin Vrieze Daniels replied, do you think for this hiring process they will be looking more nationally and internationally? I did see that the library position they hired from before came from an international candidate from Canada.

Kari Boe Schmidt replied, great question and she will follow-up with the search firm DDA. We hadn't asked DDA firm about their international reach of candidates, we discussed national only. Not sure if that candidate was looking to relocate here already or was contacted by the search firm.

Katherine Blauvelt states, Sheila Letscher has question but needs to do a 360.

Sheila Letscher states I have two questions.

1. What info has been pushed out to the employees about the search at this point?
2. It took a while to find the position to push it out because it's located on the Hennepin County site and not the Hennepin County Library site for LinkedIn. Suggesting that it's put on the Hennepin Library site but also what has been communicated to employees about the status of the search?

Kari Boe Schmidt states she will turn that question over to her colleague Deborah Johnson.

Deborah Johnson Library Human Resources Manager states I did send out an email to all employees, including subs the day after going live. Stating the position is posted, where to find it, and the brochure. I received some feedback, so that lets me know people are reading it.

Kari Boe Schmidt states I will take that suggestion back. I don't have access to put something on the Library site but will partner with Deborah Johnson to get that done.

Deborah Johnson Library Human Resources Manager states she agrees with Kari Boe Schmidt on working together to get the job posted on the Library site.

Katherine Blauvelt opens up the table for other questions. She also states that she has one question.

Katherine Blauvelt states, the county is diverse in a lot of different ways and I'm sure you are looking to build that diverse pool. How are you working with the search firm to recruit a diverse applicant selection?

Kari Boe Schmidt states we have an external sourcing plan. Similar to the last process included a lot of diverse resources, however, the diverse resources focused only on candidates with a Masters of Library Science which has now changed and is no longer required. Certainly focusing on diversity

Katherine Blauvelt states, is that is something that is in the scope of the search firm as well? Diverse candidates?

Kari Boe Schmidt states, yes we have given them that direction.

Katherine Blauvelt states, that is great to hear, I know that was the goal in this hiring process.

[Name] and [Name] were appointed to the Hennepin County Human Resources Director Selection Process Committee.

[Director Selection Process Committee Meeting Scheduling](#)

Katherine Blauvelt states, what's the direction of the DSP Committee? Timeline and next steps. What's the work of the committee, appoint 2 library board to serve on the Application Review Panel Committee. Establish baseline public info that we need to provide as a committee. What immediate work? Need to know now? Establish ongoing work. How do we communicate? Talk about planning, get more meetings on the calendar. Communication with the public. What if we solicit public, what should engagement look like? Start talking to the public.

Erin Vrieze Daniels states agree it's a good idea to say here is the board plan. Library board role and outline of the plan and feedback from the public before and not after. How do we communicate that? Via Facebook, LB site, or staff portal?

Jonathan Gaw states I think we need to be more active in identifying stakeholders and reaching out specifically. In the last process, we put information out there but it didn't get through well. So identifying groups/organizations that need to know. So emailing individuals that are key to organizations. This is our plan

Erin Vrieze Daniels, states I don't think we ever got our plan out there we just talked briefly about here's what we are doing. We just stated we wanted feedback about the Director.

Sheila Letscher states I think Erin & Jonathan were talking about two different things. I think feedback on "here's what we planned as our role in the process." I don't think we need feedback on what they want in a leader, it's a little late in the process to ask that question. We have already received that information. I agree on reaching out to specific organizations is great,

Tim Dolan, have we heard from different organizations?

Katherine Blauvelt, no we have not, biggest issue was staff, some union and some not.

Margy Ligon, how well did we coordinate with the Friends Organization of the library? These are people who pay attention who weren't staff members.

Erin Vrieze Daniels states, Kristi Pearson was very involved and participated in the search committee and attend all meetings and discussions.

Sheila Letscher states Kristi will help with public events.

Tim Dolan, county Commissioner has resources.

Sheila Letscher, I would wait after September 30th job posting closes.

Katherine Blauvelt states, when should we start socializing draft plan?

Margy Ligon states once they close search and fill they have enough candidates.

Jonathan Gaw states, screening committee by end of Oct.

Katherine Blauvelt states, plan for meeting early Oct to refresh, go over a list of stakeholders. Katherine also mentions materials that explain what our role is an LB Board.

Erin Vrieze Daniels states the material is a little defensive.

Katherine Blauvelt wants feedback on role and putting in someplace. Good idea?

Sheila Letscher states, is this separate from our role in DSP?

Katherine Blauvelt states, yes.

Margy Ligon states it's a great idea.

Katherine Blauvelt states, where do we put information. Can we find a home for the information that may be on the LB site?

Janet Mills states she believes we should have someone from LB communications be a part of this meeting to determine if this task is possible on the LB website. We must follow county regulations. The next thought is who is tracking this information and how it will maintain feedback.

Erin Vrieze Daniels states, the board becoming more involved, and getting generic email set-up to receive feedback. I think it's interesting that all board members don't receive that feedback, and we should.

Katherine Blauvelt states, she will share information/feedback. We can add this to another agenda if need to be.

Jonathan Gaw states, recommends at least 2 members for the committee. 1 from the city and one from the suburbs.

Erin states, no extra meetings. Just structure current meetings to have the public come for the input or via electronic. Do we need a quorum for public input?

Katherine Blauvelt works on a dual cadence of outreach. I will respond on behalf of the board on feedback. Next what we need next is communications input, draft plan, finalist engagement, board engagement, includes public meetings, homework stakeholders list.

Samuel Neisen states do we want to engage interest groups, for example, union. Instead of emails from employees. Is that something we want to do? More organizations instead of employees.

Katherine Blauvelt states, assignments to be assigned.

1. Reaching out to Communications regards to attending a meeting to discuss LB site posting and how to receive feedback – Sheila Letscher and Sam Neisen
2. The Plan – Katherine and Jonathon
3. Stakeholder List – Everyone

Katherine Blauvelt states, we need to appoint 2 board members for the services on Applicant Review Panel.

Proposed motion: Jonathan Gaw and Erin Vrieze Daniels

Second: Sheila Letscher

Motion passed.

[Next meeting](#)

The next meeting of the Library Board Director Selection Process Committee is Wednesday, October 16, 2019 at 5:00 p.m., Ridgedale Library, Ladyslipper meeting room.

[Adjourn](#)

Katherine Blauvelt made a motion to adjourn the meeting at 6:05 p.m.; seconded by Margy Ligon.

Motion passed.

Library Director Finalist Engagement Plan -- *DRAFT*

Friday (Day 1):

- Tour(s) - led by County itself
- Meet & greet (urban location - Central), 5 pm - 7 pm
- Potential co-host: Friends of Hennepin County Library (and others?)
- Each finalist has 10 minutes max to give speech. Basic prompt: **Who are you and why do you want to lead Hennepin County Library?**
- No Q & A
- Informal mingling and social hour

Saturday (Day 2):

- Tour(s) - led by County itself
- 1pm - 3 pm: Afternoon forum (suburban location) open to public and staff. [Location: Ridgedale or Brookdale]
- Structure: Panel of finalists
 - Prepared questions - the same for each? A list of questions that you can choose from?
 - Alternate who asks the questions and who responds; finalists are asked questions (rotate who answers first)
 - 90 minutes total
 - 3 minute response for each, Timed
 - Note: League of Women Voter guidelines
 - HR provides questions so they are fresh for everyone
 - Audience listens and watches responses; can/could submit questions on note cards which the moderator (Board President) receives.
 - Stream on social media - Facebook Live; check on public access T.V.
- BREAK
 - 5:30 pm (evening): Library Board meets and discusses selection; votes on recommendation to County Administrator (Notice 3 days for a special meeting)

- Structured forums – staff and public could attend and hear responses. Less interview questions and more chance to share experiences and hopes/goals for position.
- Social Media opportunities through live streams, etc.

Potential ways to communicate:

Next step: Ask county communications about capabilities

- Write-up an update after board and DSP committee meetings, and get it posted to the HCLIB homepage and the staff intranet
- Create an online form which people can fill out, to give their feedback (such as a Google form)
- Leading up to when the committee meets, we could do outreach to key community groups/work with Friends of HCLIB to do a small group meeting with a couple board members prior to the formal meeting, so we could get feedback and actually have a conversation
- Other places we could meet as a committee: Franklin; Sumner; Brookdale; Penn Lake; North Regional
- Friends of HCL network
- Fliers and sandwich board signs in libraries
- HCL social media pages
- Staff internal internet
- HCL library website
- A press release
- County Commissioner newsletters

Possible questions to ask members of public about this draft plan:

- At the end of the finalist engagement process, what information do you want to have learned?
- What questions do you want to ask the finalists for Hennepin County library director?
- Is there a medium (social media, google forms, survey monkey, phone calls, meeting in person, etc.) that you feel would allow you to share your thoughts and voice that the Board would be able to utilize to see many thoughts and voices in a timely and organized way?

2009 Library Director Search Overview

- The last time HCL conducted a search for a new director was in 2009; then, Lois Langer-Thompson was chosen. Ms. Langer-Thompson served as director until fall 2018.
- In 2009 the Library Board held a three hour board meeting that included two, one-hour interviews with each of the two finalists.
- Finalists were asked the same eight questions provided by Human Resources. Following the interviews the Library Board held a brief recess followed by a public discussion, request for motion, and public vote.
- This vote ultimately selected the Library Board's recommended candidate for the HCL Library Director; recommendation was sent to county leadership who makes final hiring decisions.
- Prior to meeting with the Library Board the final four finalists participated in County Administration interviews, a library senior management interview, a staff forum, and tours.

Other Library & Peer System Processes

- Systems that used a private consultant were less open with their process.
- Most systems used a combination of methods, including:
 - Early engagement / pre-opportunity to gather input and ideas about what would make an ideal candidate. Extended to members of public and staff. Chance to better understand what we would like to see in our library director. Use to help guide recommendation later in process.
 - Library tours – separate tours for each finalist, joint tours. Keep in mind we don't know where finalists will be from, coordination of schedules may impact our timing and logistics.
 - Public meet and greet. Invite members of public and staff to circulate and talk informally with finalists. A more formal option could be a reception.