

# HENNEPIN COUNTY

## LIBRARY BOARD

The public is welcome at all library board meetings

### December 18, 2019, 5:30-7:30 p.m.

Ridgedale Library | Meeting Room 174 | 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 summaries, September 18, 2019 and October 16, 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 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 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, gave an update on efforts, including that they have launched the job search, and have contracted with the search firm DDA to supplement efforts. The search firm is doing personal outreach to potential candidates within 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. After a period of time, DDA and Hennepin County Talent Acquisition will assess what the candidate pool. The position is posted as "open until filled."

Chair Blauvelt opened the floor for questions. The following discussion included an explanation on how the final selection of a search firm occurred, and around whether they will be looking nationally or internationally. All employees of the library have received information that the position has been posted. Sheila Letscher noted the need for the posting to be accessible via the Library LinkedIn site. Regarding recruiting a diverse candidate pool, Kari Boe Schmidt noted the change in the MLS requirement, and that they have given direction to the search firm to support efforts for a diverse pool

#### Director Selection Process Committee Meeting Scheduling

Chair Blauvelt led the committee in a discussion on the work of the committee, including how the Board could communicate with the public, and public engagement activities. Ideas were provided, such as Facebook, staff portal, and being more active in identifying stakeholders and reaching out specifically to them such as the Friends. It was noted that we will want to coordinate with County communications.

Committee members discussed a potential timeline for the screening committee to do its work, and whether all board members should receive feedback from a generic email. Sheila Letscher will reach out to Communications on potential needs, Katherine Blauvelt and Jonathan Gaw will draft an outreach and finalist engagement plan for the Committee to review, and each committee member will provide ideas on stakeholders to engage.

Brief discussion amongst members about the value of continuity in the two DSP members appointed to the screening committee.

Proposed motion: Jonathan Gaw and Erin Vrieze Daniels

Second: Sheila Letscher

Motion passed with no dissent.

#### 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.

# HENNEPIN COUNTY

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### Director Selection Process Committee

#### Meeting Summary

The Library Board Director Selection Process Committee met Wednesday, October 16, 2019, Ridgedale Library, LadySlipper meeting room.

#### Attendees

Committee members: Chair Katherine Blauvelt, Tim Dolan, Jonathan Gaw, Sheila Letscher, Samuel Neisen, Christopher Damsgard and Erin Vrieze Daniels

Library Board members: N/A

Staff: Michael Rossman, Deborah Johnson, Carrie Brunsberg, 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

Chair Katherine Blauvelt made a motion to approve the agenda.

Motion by: Samuel Neisen

Seconded by: Erin Vrieze Daniels

Motion passed.

Chair Katherine Blauvelt made a motion to table the September 18<sup>th</sup> meeting minutes summary.

Motion by: Katherine Blauvelt

Seconded by: Jonathan Gaw

Motion passed.

#### Public Comment

None

#### 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



### Director Search and Timeline Update

Michael Rossman, Hennepin County Chief Human Resources Officer gave an update on the Director Selection process. Hennepin County has received about 45 applicants. DDA provided a list of qualified applicants ranked from highest to lowest and or not qualified. The job posting received around 2700 hits on the Hennepin job posting on our website. DDA focused on Library, Non-Profit and Public Sector Executive Leadership candidates for the position. There will be a Screening Committee that will review the applicants. The position will remain open until filled.

### Discussion of Finalist Process, External Engagement

The HCL Board discussed the draft Engagement Plan for the HCL Director finalist. The different communication methods on ways to connect with the public and community groups on engagement with the finalist. The Library Board considered the need to do outreach to Library Leadership, on their feedback on the Library Boards plan. After the County reviews the plan, a Board member will send out a letter to head Librarians to reach out to their local community groups. The next steps include reserving meeting rooms for January 2020, writing content for the web, flyer, and or email alert. The Board plans to speak with county communications about email addresses and automatic replies. Next is to launch the content, let the content run, and then discuss the feedback at the next Director Selection Process Committee meeting.

### Future Meeting Scheduling

HCL Board scheduled the next Director Selection Process Committee meeting for Wednesday, December 18, 2019 at 5:30 p.m., Ridgedale Library, meeting room 174

### Adjourn

Katherine Blauvelt made a motion to adjourn the meeting at 6:30 p.m.

Motion by: Erin Vrieze Daniels

Seconded by: Jonathan Gaw

Motion passed.

## Library Director Finalists - Engagement Process

### County Administration - Screening committee review and initial interviews conducted

*At the point when individuals accept the offer to continue as finalists, their names become public. These individuals are currently employed in high level positions and likely have complicated schedules. Our plans must be flexible to successfully engage them in a 2+ day interview process.*

### County Administration – Candidate engagement (individual and private, full day)

- **Tour** – designed to meet the needs of both local and out of town candidates (add relocation and broader community intro as needed)
- **Meet with leadership** –the chance for the candidate to ask questions and learn about Hennepin County in an informal setting. Invitees may include County Board Chair, Library Board Chair and incoming Board Chair, County Administrator, Assistant County Administrator – Operations, CHRO, Friends of the Library Exec Director, Library HR Manager, AFSCME Council 5 Field Representative, 2-3 local community leaders and/or county leaders.

### Library Board – Candidate interview (individual, up to 90 minutes)

- Panel will include full library board
- Meeting open to public, session does not include time for public comment\*
- Logistics – need to determine location and coordination with day one events

### County Administration – Reviews recommendations

- Candidate offer and acceptance
- Board ratification process

### County Administration – Open event to welcome the new Library Director!

\*In the County Administration/HR process, final candidates will not be subject to interview and/or comments by the public.