

**Homewood Public Library District Board Meeting
Regular Meeting Minutes
Homewood Library
7:00 p.m. –August 15, 2012**

CALL TO ORDER

Ms. Eagle, President, called the meeting to order at 7:02 p.m. Present for all or part of the meeting were Library Board members Mr. Bouchie, Mr. Weiss, Ms. Korajczyk, Ms. Eagle, Mr. Flor, Mr. Barr, Ms. Davis-Bridges and Administrative Librarian Cindy Rauch. Miriam Pollock was present to give a presentation. Recorder of minutes was Sandy Sullivan.

CONSENT AGENDA

Board members perused the consent agenda. Minutes from the July regular board meeting, minutes from committee of the whole meeting of August 8, 2012 and minutes from the personnel committee meeting of July 11, 2012 were also reviewed. Ms. Korajczyk moved, seconded by Mr. Bouchie to approve the consent agenda and all presented minutes. Ayes – 7, Nays – 0. Motion carried.

SEARCH FOR A NEW ADMINISTRATIVE LIBRARIAN

Miriam Pollock spoke representing Lynn Elam Consulting. Her firm conducts librarian searches mainly in the Chicagoland area. She and Ms. Elam divide the work; Ms. Pollack would do background work and Ms. Elam would interface more with the board. Both bring a wide range of experience and both are librarians. They know how to word the “right” ad and network with their extensive resources. Ms. Pollack said that 80% of the best candidates are not necessarily those who answer the ads. Their firm has great knowledge of librarians out there. Ms. Pollack anticipated we would get about 30-35 qualified responses, do phone interviews with 18, in person interviews with about 10-12, then recommend those who would be a good fit. Their firm has a good success rate for placing individuals. There are three options available. Ms. Pollack said their firm has tools for evaluating the candidates and matrixes based on the criteria the Board has identified. Their firm can help in negotiating a salary. They do follow up “no thank you” letters and phone calls. Most of the work is in interviews and writing out the notes from the interviews. Their searches have included a mix of municipal and district libraries.

A second search firm, Alice Calabrese Berry Consulting, was interviewed via phone. Ms. Calabrese said she did the Oak Park –River Forest search while she was working for MLS. After she retired from MLS she started doing more searches. She believes in engaging all the stakeholders in the search, identifying the culture of the library and matching a candidate to that. She feels communication is very important. She would meet with department heads and staff and try and be as transparent with the search as she could. She would screen candidates and do preliminary interviews with the best on the phone. Together with the board, they would decide which candidates will come in for in-person interviews. She will prepare questions for interviewing. The ranking of candidates by the board would be done based on certain qualities. Ms. Calabrese said the board could have a final candidate do a presentation on a topic of their choice. This gives the board an understanding of how candidates present themselves. She would do the reference checks. She would provide reports along the way. She will give guidance during the negotiations period although that is done by the board president. Ms. Calabrese felt an ALA search is not needed as ILA is watched by many all over the nation. Ms. Calabrese indicated that she is also applying get the consulting search job at Sugar Grove, and if she should get Homewood’s job, it could be helpful with simultaneous candidates.

The Board and Administrative Librarian discussed the strengths and weaknesses of the three consulting firms who were selected to be interviewed. All three consulting firms have good reputations, are detail oriented, and professional. All have experience conducting searches for administrative librarians and have valuable contacts throughout the industry.

LIBRARIAN'S REPORT

With the change in officers there will be a change in signatures at the banks. We must change bank cards and George and Lisa must go to the bank in person. George has not gone yet and should go next week.

The incident reports were shared with the board.

Highlights had a lot of content so there was not much board stuff in there.

Ms. Rauch reported on the "long overdue funds" that we supposedly owed Cook County through the Village. The Village is paying almost all of it. We are paying 12% which is about \$300.

We passed the return fire inspection.

There is a change in the date of the November board meeting. It is scheduled for the Wednesday evening before Thanksgiving. It will be rescheduled one week earlier on Wednesday, November 14 at 7:00 p.m.

The Friends party in December was discussed. Ms. Rauch asked if the board wished her to serve as hostess. The board said yes. The date for the party will be December 14 from 6:00 p.m. – 8:00 p.m.

PATRON'S COMMENTS/CORRESPONDENCE/SUGGESTION BOX/EMAIL COMMENTS:

The handicapped signs should be vertical signs. We had them but they were knocked down. Ms. Rauch will check and have them put up. There was a written complaint from a parent about children renting a "mature" game. The bottom line is it is up to the parent to determine what their child checks out, not the circulation staff to allow or not allow.

COMMITTEE REPORTS

Advocacy – No report.

Facilities –No report.

Finance - Mr. Flor reported a collection of tax money from Cook County. It is earlier than usual this year and is about half of what we would expect to get for this half of the year. We are on track for the budget with the exception of IMRF figure which needs to be corrected.

Mr. Flor also said that the investment management arm from Ehlers will come to our next board meeting to show us ways to invest. This person has worked with other libraries. September's meeting therefore will start at 6:30 p.m. to allow time for his presentation.

Governmental Affairs –Mr. Weiss completed the FOIA training.

Library Resources – No report.

Policy -No report

Personnel - No report

Nominating committee – No report.

NEW BUSINESS

Mr. Bouchie moved, seconded by Mr. Barr, to approve Ordinance No. 140, Ordinance providing for Budget and Appropriations of Homewood Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2012 and Ending June 30, 2013. Roll call vote: Mr. Barr – aye, Mr. Bouchie – aye, Ms. Davis-Bridges – aye, Mr. Flor – aye, Ms. Korajczyk – aye, Mr. Weiss – aye, Ms. Eagle – aye. Motion passed with 7 aye and 0 nay votes.

Mr. Bouchie moved, seconded by Ms. Korajczyk, that the board pursues engaging Alice Calabrese Berry Consulting to assist with the search for a new administrative librarian. Ayes –7, Nays – 0. Motion carried.

Ms. Rauch said that two board members are up for re- election; Mr. Bouchie and Ms. Davis-Bridges. Petitions may be circulated beginning September 25.

OLD BUSINESS –

Ms. Rauch said she can get some recommendations from our landscape architect for replacements of the diseased trees we recently had removed. She asked the board if we want to set a certain amount, or a range of dollars. The larger trees can cost \$300 each. She will get some pricing.

Meetings: - Next board meeting is Sept. 19 at 6:30 p.m.

ADJOURNMENT

Ms Eagle, President, adjourned the meeting at 8:38 p.m.

Accepted _____

Murray Barr
Secretary