

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | COMMITTEE MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Friday, December 20, 2024 – 12pm
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

AGENDA

1. Call to Order and Roll Call

2. Approval of Minutes

(Action)

- a. November 18, 2024 Executive Search Committee Meeting
- b. December 6, 2024 Executive Search Committee Meeting

3. Public Comments

Please read the “[Public Comment at Board Meetings Policy](#).” Public comments may be provided in one of the following ways:

- In person at a board meeting;
- As an email to (director@oppl.org) and to the Library Board President Matthew Fruth (m.fruth@oppl.org) sent by 9:30 am on the date of the meeting;
- As a submission through [this Public Comment Form](#) sent by 9:30 am on the date of the meeting.

3. Executive Director Search

(Discussion)

4. Closed Session

5. Adjournment

Minutes for November 18, 2024, Board of Library Trustees Executive Search Committee Meeting

1. Call to order and roll

Secretary Fairfax called the meeting to order at 2:00pm and took roll.

Present: Susanne Fairfax, Madhurima Chakraborty, Leigh Tarullo, Co-Interim Director

Amber Gomes, Managing Associate, Koya Partners

Absent: Theodore Foss

A quorum was present at this meeting.

2. Public Comments

There were no public comments received by email or in person for this meeting.

3. Executive Director Search

Amber Gomes discussed the job position launching back in October, noting the outreach through emails, phone calls and connections being received through LinkedIn. The outreach of this search will continue to grow based on referrals as well as any from the library's own connections. A report shared with the committee contained 20 individuals who expressed interest in the job posting. Initial conversations between Koya and candidates are held to ensure alignment with position salary, location, and timeline for the hiring process. Koya Partners will then screen those individuals and have high-level conversations relating to candidates work experience in alignment with what is on the position profile, noting the additional interest in the position by candidates continues to increase.

Information is shared with the search committee, in which the committee suggests ways to learn more about the candidates based on the needs of the Oak Park Public Library. Tricia Sutrisno, Managing Director, Koya Partners has more in-depth conversations with potential candidates to capture the additional information in order to have fully informed conversations with the search committee to determine which candidates will receive an interview. Noted were the location of applicants interested in the position, from east and west coast as well as regionally. Three areas of interest that were briefly discussed are: community outreach with patrons and taxing bodies, budget, and staff training and development when accessing potential candidates.

4. Closed Session

Motion to enter closed session to discuss specific information relating to candidates, maintaining confidentiality.

Moved by Fairfax. Seconded by Tarullo. Approved by all present.

5. Adjournment

Chakraborty adjourned the meeting at 3:44pm.

Minutes for December 6, 2024, Board of Library Trustees Executive Search Committee Meeting

1. Call to order and roll

Secretary Fairfax called the meeting to order at 12:00pm and took roll.

Present: Susanne Fairfax, Madhurima Chakraborty, Theodore Foss, Leigh Tarullo, Co-Interim Director

Amber Gomes, Managing Associate, Koya Partners, Tricia Sutrisno, Managing Director, Koya Partners

Motion to approve the remote participation of Trustee Foss to this meeting.

Moved by Fairfax. Seconded by Chakraborty. Approved by all present.

2. Public Comments

There were no public comments received by email or in person for this meeting.

3. Executive Director Search

Amber Gomes discussed market feedback relating to the salary range on the job posting. Based on many applicants, most are appreciative of having that range present and available on the posting, while some raised questions about negotiating that range. Comparing data among other libraries to the market average given the budget, population, and number of staff and discussion of possibly changing the salary range to be brought to the next regular board meeting, discussed with all board members.

Gomes provided an update to the executive search, noting sending outreach to over 350 contacts based on library own networks, referrals, and any feedback from the needs assessment survey. 30 individuals expressed interest, while 17 out of those 30 individuals submitted applications and Koya will be in the process of screening those applicants. The screening process includes the resume review, where if individuals meet some but not all qualifications, they would move to a phone call conversation where Gomes discusses salary, location, and the timeline process while answering questions and providing clarity to the process.

Candidates who seem a potential fit for the position will then move to a full screening with Tricia Sutrisno, where skill sets, job responsibilities and qualifications are then discussed more in detail, outlined from the position profile. The search committee discussed the timeline and scheduling for candidate interviews, all agreeing on having the interviews start in January 2025. Discussed is Koya providing an all-staff update on the process and having open office hours for staff to provide feedback and ask questions. Discussed were about providing a community update, with the mention of an open office hour.

4. Closed Session

Motion to enter closed session to discuss information relating to applicants.

Moved by Fairfax. Seconded by Chakraborty. Approved by all present.

5. Adjournment

Chakraborty adjourned the meeting at 1:55pm.