

Minutes for February 12, 2025, Board of Library Trustees Executive Search Committee Meeting

1. Call to order and roll

Madhurima Chakraborty called the meeting to order at 5:26 pm and Secretary Fairfax took roll.

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

Also attending: Amber Gomes, Managing Associate, Koya Partners, Tricia Sutrisno, Managing Director, Koya Partners

2. Public Comments

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

3. Executive Search

Gomes provided updates, noting the first round interviews have been completed and the second round interviews are now done. All candidates interviewed in the first round received the same questions while in the second round, candidates had prepared opening statements in which were all the same and were able to ask follow up questions between themselves and the search committee members. The next steps are candidate debriefing and selection of candidates to move forward to the final round. At the next regular board meeting, on February 18 the full board will be able to hear about the candidate briefing in a closed session and discuss further details. The final selection of candidates will be made from there, noting that there will be up to three candidates selected for the final round in which it entails an in-person interview scheduled for half of the day. Discussed were the scheduling, logistics, and layout for the final in-person candidate interviews, noting who will be present with the candidates and the duration of the in-person interviews. Koya plans to go over a sample schedule and review scheduling with the full board, and to start meeting candidates in person in March for the final round of interviews. Discussed was an update to the search summary, shared previously with the board but will include recommendations from the second round interviews and the bias training, which all but one member of the board has not gone through the training. The search committee discussed the financial costs associated with the in-person interviews of candidates, with plans on bringing their thoughts on that to the full board at the next regular meeting. The training on mitigating bias was discussed on something for all staff and leadership team to complete.

5. Closed Session

Motion to move into closed session to discuss a debrief to discuss the recent round of interviews. Moved by Foss. Seconded by Fairfax. Approved by all present. The search committee resumed back in open session to discuss their next meeting, which is scheduled for February 21, noting Chakraborty will not be present at this meeting and Secretary Fairfax will lead the committee meeting in her absence.

6. Adjournment

Chakraborty adjourned the meeting at 7:29 pm.