

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
SPECIAL MEETING, AUGUST 22, 2014**

**CALL TO ORDER**

Chair Linda Ishem called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 1:47 PM. Board members present were Allen Rose, J.J. McCament, Rob Allen and Donna Albers.

Chair Ishem announced the Board members would be recessing into Executive Session at 2:00 PM to discuss and evaluate the candidates for the Executive Director position. She stated the Board expected to return to the public session at 5:30 PM.

Mr. Rose expressed concern that there may be a possibility some members of the Board may have further questions and may not be comfortable extending an offer after Executive Session, adding he would not be certain until they begin the process.

Dan Bradbury, Consultant from the search firm Bradbury Associates, explained the process to the Board. He indicated they would decide on the order of the interview questions and who would ask them. He said there were thirteen questions and the candidates had been advised their responses should be no more than two to three minutes. The Board would then have 15 minutes for discussion after each candidate. He suggested Chair Ishem ask the first and last questions of each candidate.

Mr. Bradbury proposed that at the end of the process, each Board member was to anonymously rate the candidates as their first, second and third choice. He said this would give the first impression of consensus. He also added he would be sharing feedback from the Administrative and Leadership teams, as well as staff and members of the public who attended the public forum the prior day.

Mr. Rose expressed concern that the feedback may impact subsequent ratings and may incline the Board to want to revisit references or raise further questions of the candidates, thereby extending the final decision.

Ms. Albers expressed concern that the Board would only have 30 minutes to discuss the candidates after the initial assessments and having reviewed feedback.

Mr. Bradbury said the Board could proceed however it chooses and that the first impression rating exercise is merely done to gauge the Board's collective responses. He added this has proved helpful for other Boards his firm has worked with in making a hiring decision. He added that the ratings would be anonymous.

Mr. Rose said this is an important decision and care must be given to how they proceed.

Mr. Allen asked if the members would like to see the feedback prior to rating the candidates.

Mr. Rose said he would participate in the process how ever the majority of the members agreed to proceed.

Mr. Bradbury again stressed the rating system was only a first impression designed to simply begin the discussion.

Mr. Allen said the rating exercise would not last longer than a few minutes.

Mr. Rose said he is looking for candidate who is the best fit and who has the support of most of the people behind them.

#### **EXECUTIVE SESSION**

Ms. McCament moved to recess into Executive Session per RCW 42.30.110 to evaluate the qualifications of final applicants for the position of Executive Director at 2:03 PM until 5:30 PM. Ms. Albers seconded the motion and it was passed.

The Session was extended three times and was reopened to the public at 6:15 PM.

#### **MOTION**

Mr. Rose moved to set a Special Board meeting on August 26, 2014, at 5:00 PM for continued discussion of the qualifications of applicants for the position of Executive Director. Ms. McCament seconded the motion and it was passed.

#### **ADJOURNMENT**

Moved by Ms. McCament, seconded by Mr. Allen, to adjourn the meeting at 6:20 PM. The motion was passed.

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Neel Parikh, Secretary

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Linda Ishem, Chair