

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MINUTES
Executive Director Search Committee
April 21—10:00 a.m.—Rawlings Library—Executive Conference Room**

I. Call to Order and Roll Call

The meeting was called to order by Mr. Quintana at 10:08am.

Board Members Present:	Fredrick Quintana, President Doreen Martinez Marlene Bregar
Staff & Guests Present	Jon Walker, Executive Director Rose Jubert, Secretary to the Board of Trustees

II. Executive Director Search Firm

OVERVIEW: An ad hoc committee of the PCCLD Board of Trustees will meet to review the process for selecting an Executive Director search firm.

It was announced that proposals had been received from six search firms who were interested in finding a candidate for the PCCLD Executive Director position that would be vacated effective September 1, 2022. The pool had been narrowed down to three firms at the last Trustee work session.

The three top firms, in no certain order, were John Keister & Associates, Bradbury Miller & Associates, and CPS HR Consulting.

The purpose of the meeting was to determine an interview date for each of the firms in order for the ad hoc committee to ask questions of them with regard to their proposals. The committee was also to decide on interview questions.

A general outline of the interview was discussed and it was decided that the interviews would be from 40-60 minutes in length and would be held on Tuesday, April 26th from 9:30am-10:30am, 10:45am – 11:45am and 12:00pm – 1:00pm.

The purpose of the interviews is to ask clarifying questions of the top candidates, no presentation from the candidates was necessary since the proposals had already been reviewed by the committee.

The committee discussed the questions they wanted included in the interviews. The questions focused on finding the right fit for PCCLD and how the firm would go about finding that person. The questions were to be compiled by the board secretary and sent to the committee.

III. Adjournment

The meeting adjourned at 11:29pm

Respectfully submitted by
Rose Jubert
Secretary to the Board of Trustees