

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
SPECIAL BOARD OF TRUSTEES MEETING - MINUTES
Executive Director Search Committee**

June 1st —9:30 a.m.—Rawlings Library—Executive Conference Room

I. Call to Order and Roll Call

The meeting was called to order by Mr. Quintana at 9:30am.

Committee and Board Members Present: Fredrick Quintana, President
Marlene Bregar
Stephanie Garcia
Jacquelyn Keith

Committee Members Not Present: Doreen Martinez

Staff & Guests Present Jon Walker, Executive Director
Karen Miller, Bradbury Miller & Associates
Brian Hare, Bradbury Miller & Associates
Rose Jubert, Secretary to the Board of Trustees
Mark Gonzales, IT

II. Executive Director Search Firm

OVERVIEW: An ad hoc committee of the PCCLD Board of Trustees met with Karen Miller of Bradbury Miller for a kick off meeting and discussed the PCCLD Executive Director Search.

Bradbury Miller & Associates was hired as the firm to assist with the Executive Director search. They provided an overview of their company. Karen Miller would be the lead on the search with Brian Hare assisting her. They presented a tentative search schedule timeline that contained the activity to be complete and the target date.

The project schedule began on June 1st with the initial meeting to discuss the timeline. The next steps included discovery meetings in the month of June as well as a draft ad and advertisement approval for the month. The ad to recruit a candidate pool would be posted at the end of June and would continue through the first week of August. The request for applications would close on August 7, 2022. Semifinalist, 6-9 applicants, would be selected by August 22nd. Interviews for semifinalist would be on August 31st and September 1st with final interviews scheduled for September 22nd and 23rd. The committee offered to provide Bradbury their availability this week.

Each event was reviewed and discussed. The discovery meetings would include staff groups as well as stakeholders, and Foundation and Friends of the Library executive committees. Surveys would be used to expedite the information provided by these groups. Local elected officials will be included later in the selection process.

III. Adjournment

The meeting adjourned at 10:45am.