

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
11:30am, March 2, 2022

NOTICE REGARDING COVID-19: *This meeting was conducted inside the Executive Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session will be conducted in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org*

I. CALL TO ORDER AND ROLL CALL

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at 11:33 am. Mr. Quintana conducted the roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Lyndell Gairaud
Stephanie Garcia
Marlene Bregar
Doreen Martinez

Board Members Not Present Phil Mancha

Attorney Present: Bart Miller, Collins, Cole, Flynn, Winn & Ulmer

Staff & Guests Present: Jon Walker, Executive Director
Rose Jubert, Secretary to the Board of Directors
Robert Childress, Director of Information Technology
Eric Tiffany, Help Desk Specialist

II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board or the Executive Director may suggest corrections or modifications to the agenda at this time.

There were no corrections or modifications to the agenda.

III. Action/Discussion Items

1. Executive Director Job

OVERVIEW: The PCCLD Trustees discussed the Executive Director job search process.

RECOMMENDED ACTION: That the Board of Trustees take action regarding steps for the Executive Director job search.

Mr. Walker announced on February 25, 2022 that he would be retiring from his position as Executive Director effective September 1, 2022. Action from the Board of Trustees was needed regarding steps for the Executive Director job search.

Mr. Walker presented to the Trustees for consideration a Request for Proposal for recruiting services for the PCCLD Executive Director position. He stated that the seven-page document was for the most part boiler plate language, but there were some items he wanted to point out to the Trustees.

General Information

- A. Overview. Mr. Walker reported that this was a summary paragraph that explained the request for proposal (RFP). It was a request to solicit proposals from qualified consultants to provide a recruitment process for the position of PCCLD Executive Director.

Paragraph B. RFP Schedule. The proposed timeline for the RFP started with the issuance of the RFP on March 3, 2022, and the selected consultant's services to commence on May 1, 2022. Proposals would be due on April 1, 2022. Interviews, if desired, would take place April 11-15, 2022 and the award date would be on April 29, 2022 which corresponded with the Board's monthly meeting on April 28, 2022 so action could be taken. Mr. Walker shared that he had been in contact with search firms and if the search started on May 1, 2022 it would allow plenty of time for the process.

Paragraph C. RFP Submittal. All proposals would be submitted to the PCCLD attorney, Bart Miller. He would then present them back to the Trustees, whether that be through a committee, individual or the entire Board.

Paragraph D. Points of Contact. Mr. Miller would handle all questions or request for clarification with regard to the RFP. These items would need to be handled by March 15, 2022.

Mr. Walker shared that if the Trustees decided to accept this process that item 8. *Scope of Work* would be a key part of the RFP. The proposers would recruit and screen candidates and assist in the selection and placement of the best qualified candidate. A list of services that the proposers would be expected to describe in their proposal were listed to include the update of a job description, recruitment of qualified candidates, reviewing and screening applications, determining the top candidates for interview, coordinating interviews and stakeholder participation, assist with final selection, background and reference checks and negotiations for hire by the Trustees. A timeline of services was recommended. Proposers could also recommend steps that were not listed. The last sentence in the paragraph referenced the possibility of the proposer not finding a qualified candidate or if the candidate drops off and asked for them to provide a guarantee.

Ms. Garcia asked about the timeline, specifically the contract award date of Friday, April 29, 2022. She assumed that the Board would take action on this at their meeting on the 28th. She shared that she would not be in attendance at the April 28th Regular meeting and asked to have it put on the April 19, 2022 Work Session. Mr. Quintana said agreed to have that added. She also shared that this could be a lengthy process and asked that other items be omitted from the agenda if possible. Mr. Walker stated that all of the interviews would be completed by April 15, 2022 which allowed for plenty of time to discuss recommendations at the Work Session.

Mr. Quintana shared that he was in favor of the RFP process and was recommending this to the Board. He asked if a committee should be formed outside of the regular Board business? He clarified that review of the RFP's would involve the entire Board. He said for example that a committee could create an evaluation form for the Board to use once the RFPs are received to be able to categorize the candidates.

Ms. Martinez felt it would be beneficial to have a committee. Ms. Garcia felt it should be a Board process. She did not think there were many firms that specialized in library services and noted that she had done larger searches and gave the example of assisting with the search for a superintendent. She thought it would be a good idea to follow up with other library districts to see how satisfied they were with the firm they had selected as well as the candidate that was selected. She thought a score sheet for each proposal would be beneficial as well as finding a firm who had experience working with library districts. She suggested that once candidates were being looked at, visits to the candidate's community would be helpful. Once a pool of candidates was selected they would be introduced to stakeholders and the community.

Ms. Gairaud appreciated Ms. Garcia's experience and also thought the process should be approached as a Board. She felt that it would be beneficial to have a committee formed if needed. Ms. Bregar said that a couple of people could create the criteria rating sheet and then get it out to everyone. Ms. Martinez commented that the formation of a committee would be used to shore up the process not actually picking the candidate. She preferred that meetings take place in person rather than virtually.

Ms. Bregar commented on the criteria sheet, she asked that the questions on the sheet be detailed not vague. She mentioned it having inter rater reliability so when a Trustee rated the question they were rating not just against their idea.

Mr. Quintana stated that in the selection of the position the entire Board would be involved. He agreed with Ms.

Gairaud and felt that a committee should be created to handle the smaller tasks and to field questions. Ultimately any committee work would go back to the Board.

Ms. Bregar asked Mr. Miller if he had experience in working with this type of process, specifically a criteria sheet. She had requested a rubric with the criteria sheet. Mr. Miller suggested that what was being discussed today be added to the Scope of Work portion of the RFP. It was asked if the Executive Director job description needed to be reviewed prior to the RFP going out? Ms. Bregar shared that this was part of the RFP. She shared that the creation of the job description should be a collaborative effort between the Trustees and the hiring firm.

Mr. Quintana shared that at this time the RFP was just asking for firms who were interested in providing a proposal. They would then share in their proposal their ideal approach to finding the best candidate with the basic needs. Once firms who met the basic needs were found then the next round in the selection process would involve more in depth questions.

He stated the question at hand was if the Trustees were ok with the RFP process and moving forward and if they were ok with the presented document being sent out. He said that there was the possibility of using a committee to assist with items such as evaluation development or to review the Executive Director job description. The committee would only include Board members. Ms. Bregar thought the creation of the job description could use stakeholder (library directors and staff) input.

Ms. Garcia suggested that the Trustees reach out to the Aurora Library District since they had just hired an Executive Director. Mr. Walker suggested the Board contact Poudre River Library District since they were similar to PCCLD and were an independent governing body. They completed their hiring process approximately a month ago and had already agreed to talk with the PCCLD Trustees. He suggested that the Trustees appoint a point person or committee to assist with the RFP process. Per the RFP, candidates could ask questions and those might be easily answered by Mr. Miller on the Board's behalf. Other questions might require Mr. Miller to contact a point person or committee from the Board to assist with an answer. He suggested that the committee be comprised of 2 Trustees so it is not governed by open meeting laws and posting requirements. This would also help to keep the process moving forward in a timely manner. Ms. Martinez volunteered to be part of the 2-person committee. Ms. Bregar thought that Mr. Quintana should be part of the committee. Mr. Quintana asked that Mr. Miller reach out to him with any questions and he then asked for 1 or 2 other Trustees to be available. Ms. Garcia offered to assist. Ms. Bregar thought a committee of 2 would suffice for the March 3rd – March 15th timeframe. The interviews would be comprised of the entire Board. Mr. Quintana asked to have a core group that consisted of himself, Ms. Martinez and Ms. Garcia be formed, if needed it could be adjusted throughout the process.

Ms. Garcia requested that the time on the March 15th task be moved to earlier in the day, it currently read; *Questions due by 3:00pm*. This was requested in order to allow the Trustees to answer any questions prior to their March 15th 2:00pm work session. Mr. Walker suggested it be moved to noon.

Ms. Bregar asked how the RFP would be distributed. Mr. Walker said that he knew of 3-5 firms that work specifically with library districts and he would forward the RFP directly to them. He said that he would also post the RFP on Bidnet, an online service that is used by libraries. He would also post it on the PCCLD website.

Ms. Bregar made a Motion, 2nd by Ms. Martinez to accept the presented Request for Proposal (RFP) as written with the amendment and that PCCLD be authorized to publish the RFP. The Motion was approved.

Ms. Gairaud had received an email from a patron who was upset about having to wear a mask and asked Mr. Walker if she could use his mask awareness statement he had sent out. Mr. Walker shared that he had also received the email and had already responded to the patron. He shared that he had implemented a change in the mask requirements for PCCLD, that went into effect on March 1, 2022. Masking is now recommended not required in public libraries at this time.

IX. ADJOURNMENT

Mr. Quintana adjourned the meeting.

Respectfully submitted by,

Rose Jubert, Secretary to the Board