

WESTMONT PUBLIC LIBRARY

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SPECIAL MEETING OF THE BOARD FEBRUARY 11 2014

MINUTES

The meeting was called to order at 7:05 p.m. by Amy Porter, President of the Board, on Tuesday, February 11, 2014 at the Westmont Public Library.

Roll Call:

Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, M. Stern and A. Porter

Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, Kerry O'Connor, newly appointed Trustee and John Keister of John Keister & Associates

Absent:

Pledge of Allegiance

Public Forum: None

New Business:

Gorman moved to swear in newly appointed trustee, Kerry O'Connor, Martens seconded. All in favor.

Board explained that O'Connor would be sitting on two committees; Finance Committee and By-Law & Policy Committee.

Unfinished Business:

John Keister explained that the board would review the recommended candidates in closed session to determine whether or not they would be interviewed and then return to open session to discuss the interviewing process.

Gorman moved to adjourn to go into closed session for the purpose of discussing: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2 c 1., Carmichael seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, O'Connor, Stern and Porter –7 Ayes, 0 Nays.
Motion passed

Regular Session adjourned at 7:09 p.m.

Closed Session

Porter called the Regular meeting back to order at 8:10 p.m.

Roll Call:

Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, K. O'Connor, M. Stern and A. Porter

Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant and John Keister of John Keister & Associates

Keister asked the board to take a look at the list of suggested interview questions. He recommended keeping the questions relatively brief and to follow up with dialogue. He explained that the questions he presented were merely suggestions. He also suggested the board review their wants and needs in what they ultimately wanted in a new director.

Keister suggested a multi-step matrix schedule on a Friday when candidates can meet the staff on a rotation basis by visiting the various departments. Afterwards light refreshments could be served during which trustees, staff and candidates can mingle, converse, observe and evaluate. Fichtel suggested extending the time to an hour and a half. Coen suggested having the candidates meet the staff on a Thursday as we were more fully staffed. Fichtel and Porter suggested excusing the candidates after refreshments and conducting the interviews on Friday and Saturday. Keister recommended Coen direct the staff to submit their opinions shortly after meeting candidates.

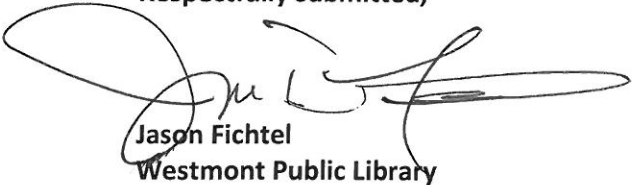
The board agreed to meet and greet on Thursday, April 3, followed by interviews on the Friday 4, and Saturday 5. All in favor.

Gorman moved to direct Keister to coordinate interviews for the five selected candidates on April 4 and April 5 Fichtel seconded. All in favor.

Adjournment

Carmichael moved to adjourn at 8:47 p.m., Stern seconded. All in favor, motion passed.

Respectfully submitted,



Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary