

**THE BOARD OF TRUSTEES OF THE CUYAHOGA FALLS LIBRARY and
The William and Margaretta Taylor Memorial Association**

**SPECIAL MEETING
Wednesday, April 6, 2022
Sutliff Room**

Special Meeting for the purpose of determining an HR consultant for the director search.

CALL TO ORDER

Deborah Ziccardi called the meeting to order at 7:02pm.

ATTENDANCE:

Deborah Ziccardi, Rick Rubin, Sean Blake, Cheryl Bruce, Nikki Cebula, Mike Dunton, Darien Genova, Marcia Liikala, Robin Worthington, Fiscal Officer Laura Searle and Library Director Valerie Kocin.

EXCUSED: Sandra Zirke, Robert Heydorn

GUESTS: Pam Linger of PML Consulting, LLC (via Zoom), Mark Fiala and Ryan Sheehan of Organizational Architecture.

ADOPTION OF AGENDA

Rick Rubin moved to adopt the agenda. Mike Dunton seconded, and the motion passed unanimously.

Pam Linger stated she has a background in HR, but no experience with searching for a library director. She has an undergrad in Psychology and a masters in Organizational Development. She was on the executive team at Westlake Library for eight years and has other experience in executive coaching, career coaching, and recruitment. She has experience in high level executive recruiting, specializing on how to “fit” executive candidates in organizations. She utilizes personality testing (MBTI and Disc) and intuition when searching for candidates for clients. She feels cultural fit is important in finding the right candidates and will gather information from key staff and library board members. She recommends the department heads and Fiscal Officer be involved in the interview process. She will only provide feedback on library culture if requested. She bills at an hourly rate, but would consider a contingency. The top characteristics the Board is seeking is continued gains and growth, vision, experience in collective bargaining, and focus on the library’s future role in the community.

Organizational Architecture (OA) has fifteen years of experience in HR consulting and is veteran run. They will work with the Board to determine what

is important to the library, seek expectations, determine what will be a successful candidate, and what will be used to attract candidates to the position. They will assist in refreshing the job description, determine best ways to advertise and reach out to candidates who are not on the job boards, and build a marketing piece. They will seek to provide guidance around who or what places we want to go after but also who/where to avoid.

OA will complete initial screenings, provide their take on candidates to move forward, and look not only at those who have worked in libraries but also adjacent fields. Additionally, they can assist with orientation and onboarding with the goal of setting the candidate up for success.

OA utilizes best practices, are adaptable, and provide analysis of what is needed and wanted. They use behavioral-based questions developed by OA and seek/determine accountabilities, responsibilities, customize orientation, determine culture, and look for appropriate fit for CFL.

They start with phone screening, complete a second screening, have in-depth face-to-face interviews, and provide a short list of viable candidates. They will then send correspondence to the organizational lead/board, ask for feedback, work to keep candidates engaged, and be on-site to manage the process. When having Board interviews, OA will prep the Board prior to interviews, debrief, then work to facilitate correspondence between the Board and candidates. OA interaction will be predominantly with the Board and occasionally with management staff. They can include stakeholders as determined by the Board.

The next meeting will be held Friday, April 8. The Board will consider the ability to move the meeting from 7pm to 5:30pm.

ADJOURN

The meeting adjourned at 8:43pm.

Approved By,

Respectfully Submitted By,

Deborah Ziccardi, Board President

Sean M. Blake, Secretary/ls