

**Altadena Library District
Executive Search Committee Report, 4/22/19
Betsy Kahn, Chair**

Current Task

At the March meeting of the Altadena Library District, the Board of Trustees authorized the ad hoc Executive Search Committee to finalize the decision between the two final search firm candidates, William Avery & Associates and Bob Murray & Associates, and enter into a contract with the top selected firm.

Selection Process

Interim Director Cindy Cleary took on the time consuming and painstaking task of contacting all the references of our two final candidates, as well as contacting the principals of each firm to clarify some outstanding questions. This process took two and half weeks. On April 10, Trustee Terry Andruess and I conducted final Skype interviews with Paul Kimura of Avery and Associates, and Gary Phillips of Murray & Associates. While either firm is certainly completely qualified to conduct our Library Director search, Terry, Cindy and I all feel that Avery is the best match for our organization. Cindy informed both candidates of our decision, and asked Paul Kimura to draft a contract, which we received on April 15. Ruben Duran of BB&K conducted a brief legal review and suggested some edits, which Cindy incorporated into Avery's draft agreement and returned to Paul Kimura on April 19, and at this point we are waiting for the signed agreement from Avery so that Terry can sign it as well and we can get the process started. A copy of the signed agreement will be included in the next Board packet.

Search Process

Paul Kimura provided the following rough timeline for his first month of search activity.

- Meet individually with each Board member
- Complete a recruitment announcement
- Create web postings
- Start outreach target list
- Conduct outreach via LinkedIn, email and direct phone contact

Options for public input will be determined once Avery has started, with as much coordination with other Board committees as possible. In addition, early in the process Avery & Associates will assess the competitiveness of our salary scale in the marketplace and may recommend we consider a formal salary survey.