

# CITY OF SANTA MONICA LIBRARY BOARD



## Minutes of the SPECIAL Meeting of July 28, 2016 To Be Approved

<b>Call to Order</b>	A SPECIAL meeting of the Santa Monica Library Board was called to order by Chair, Marc Morgenstern, at 7:07 p.m., Thursday, July 28, 2016 at the Main Library, Community Meeting Room, 601 Santa Monica Blvd., Santa Monica.
<b>Roll Call</b>	<p><b>PRESENT:</b> Boardmember Ken Blackwell, Boardmember Victor Davich, Chair Marc Morgenstern, and Vice Chair Bryce Snell</p> <p><b>ABSENT:</b> Boardmember Kathleen Sheldon</p> <p><b>ALSO PRESENT:</b> Rick Cole, City Manager; Christina Winting, Human Resources Manager; Bret Byers, The Hawkins Company; Bill Hawkins, The Hawkins Company; Edward Edwards, President Friends of the Santa Monica Public Library; Lucien (Lu) Plauzoles, member of the public; Erica Cuyugan, Assistant City Librarian; Rachel Foyt, Administrative Analyst</p>
<b>Public Input</b>	None.
<b>Discussion and Input On the Search Process For a New Santa Monica Public Library Director</b>	<p>Santa Monica Public Library Director Maria Carpenter has resigned her position to pursue professional opportunities close to her family on the East Coast. She has accepted the position of Library Director of Cambridge Public Library in Cambridge, Massachusetts. Ms. Carpenter has served as SMPL Library Director since June 2014.</p> <p>Rick Cole, City Manager, spoke to the Board about the recruitment process for Library Director. He has begun a series of ten meetings with Library staff not only to hear their thoughts about the Library and the Library Director but also to have a chance to get to know city staff.</p> <p>Mr. Cole shared his perspective on Department Heads with the Board. He explained that about half of the time the Department Head is outside of the Department. Interactions with the community, a Board or Commission, the media, the City Council, neighborhood organizations,</p>

the Friends of the Library, and the City Government take the Department Head out of the office. The Department Head should be active in the profession through speaking and serving on boards or committees at a regional or national level. They should be good at empowering and nurturing a good team. The Department Head has to have as a strength being a strong communicator and have a vision for the Department.

Mr. Cole is looking for Tech savvy Department Heads. A real strength and affinity for people is also a necessary part of the qualifications for Department Head.

Mr. Cole discussed the process for recruiting and the role of the Library Board. The City has hired recruiters from The Hawkins Company to conduct a targeted recruitment. The recruiting firm will develop a list of ranked candidates. The top most six or eight candidates will go through a first round of interviews with Library professionals and City staff. Once the list is narrowed to one or two candidates Library staff as well as the Board and the Friends of the Library could meet them. Finally, Mr. Cole and Donna Peter, Director of Human Resources would interview the candidates.

Bill Hawkins, The Hawkins Company, explained that the Board can help in three ways; by helping define the type of candidate that would be a good fit for the Library and the community, by providing names of potential candidates and by being actively engaged in the process and providing feedback at the appropriate points in time. Additionally, Boardmembers may be asked to talk to candidates to provide insight on why candidates should come to Santa Monica.

Rick Cole, City Manager, has been meeting with Library staff and discussing the following questions. Where does the Library stand now? What are the strengths and opportunities for the Library? Where does the Library want to be in 5 years? What are the qualities and characteristics of a candidate for Library Director?

Board questions and discussion followed.

The Board and community members offered thoughts on the community of Santa Monica, the strengths and opportunities for the Library, the qualities they wanted in a Library Director, and the key priorities on which the new Director should focus.

**Adjournment**

On the order of the Chair, Marc Morgenstern, the meeting was adjourned at 8:07 p.m.

Attest:

Approved:

Erica Cuyugan  
Assistant City Librarian

Marc Morgenstern  
Library Board Chair

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