

**The Urbana Free Library Search Committee**  
**Minutes of a Closed Session**  
**Held on Wednesday, January 22, 2025**

Physically Present: Elaine Bearden, Gretchen Webb, Liz Sands, Glen Layne-Worthey, Dan Urban, Caleb Wilson

Also Present: Mark Fiala, and Ryan Sheehan (Org. Arch. ) via Zoom

Closed session:

Motion for Closed Session: Glen; Liz seconded. Passed unanimously

3:05 call to order

Mark: Timeline for search: typically looking at 120-150 days

- December: preliminary work
- January: sourcing, screening of candidates
  - a few phone screens, already talked with 3 people, scheduling 2 more for next week
  - Hope to present initial slate of candidates for us to consider -- in part to hone the process (make sure that OA is identifying the right kinds of candidates)
- No artificial constraints for application deadline

Ryan: Advertising the position

- Everyone talked to so far has seen posting in multiple places: ALA, ILA, IHLS
- Have reached out to U of I Library, iSchool, Champaign Public
- Ryan visited in December, talked to many staff and community members,

Gathering staff feedback

- December visit
- Staff survey: likely coming soon, to be followed by open Zoom session
- Elaine suggests a communication to staff with a general overview
- Biweekly status sent to Dan & Dawn
  - Dawn can repurpose points from that memo to share with staff
  - Next one (early next week) will include summary of process and timeline

Other process questions

- Rubric? Generally not recommended; usually a more organic process. But OA will provide sample questions
- Communications with
- External stakeholders?

- City & Township officials
- Foundation / Friends
- Survey to community members? --
  - Not an open survey link on social media, but ask OA to send out
  - Focus on actual stakeholders
  - Lauren Chambers (TUFL Outreach)

Search Committee will meet again Feb. 5 (will require closed session)

Motion to adjourn closed session: Liz; seconded by Glen. Passed unanimously.

Closed session adjourned 3:51.

No action was taken during closed session.

Glen Layne-Worthey  
Secretary *pro tem*