

## **2025-03-11 (Search Committee meeting)**

### **CALL TO ORDER**

The Urbana Free Library Executive Director Search Committee met in the Satterthwaite Conference Room of The Urbana Free Library on Tuesday, March 11, 2025 at 4:30 p.m.

### **ATTENDANCE**

Present: Elaine Bearden, Gretchen Webb, Liz Sands, Glen Layne-Worthey, Dan Urban, and Caleb Wilson.  
From Organizational Architecture: Mark Fiala and Ryan Sheehan

### **ADDITIONS, CORRECTIONS, MODIFICATIONS OF THE AGENDA**

Motion by Liz Sands, seconded by Glen Layne-Worthey to add discussion of next steps.

### **APPROVE THE AGENDA**

It was moved by Glen Layne-Worthey, seconded by Liz Sands, and passed unanimously to approve the agenda as presented.

### **PUBLIC COMMENT**

None.

### **CLOSED SESSION**

At 4:33 p.m., it was moved by Glen Layne-Worthey, seconded by Liz Sands, and passed unanimously by roll call vote to move into closed session for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of personnel per 5 ILCS 120/2 (c) (1).

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

Nays: None

At 6:23 p.m., it was moved by roll call vote to move back into open session.

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

Nays: None

### **ACTION ITEMS**

Motion to approve the minutes of February 5, 2025 by Liz Sands, seconded by Glen Layne-Worthey.

Approved unanimously.

Motion to approve the minutes of February 19, 2025 by Liz Sands, seconded by Glen Layne-Worthey.

Approved unanimously.

Motion to approve closed session minutes of February 19, 2025 by Liz Sands, seconded by Glen Layne-Worthey. Approved unanimously.

### **DISCUSSION**

Discussion of next steps in Executive Director search

- Interview with Board & Search Committee
- Community feedback event
- Schedule one day per candidate (e.g., tentatively afternoon+early evening)
- Staff participation: some options:

- Schedule a late opening for early-morning all-staff meeting? or staggered half-hour sessions?
  - Prefer not to redo interviews with lots of different groups -- a bad candidate experience
  - Staff meet-and-greet?
  - Feedback form
- Organizational Architecture offers to help with planning, materials
- Scheduling -- might need a poll:
  - Either 3/19-3/20 or 4/2-4/3
  - Latter dates would allow for
- OA will handle candidate communications
- OA will help with logistics

#### ADJOURNMENT

It was moved by Liz Sands, seconded by Glen Layne-Worthey, to adjourn at 6:44 p.m. Approved unanimously.