

**Union Township Public Library  
Board of Trustees Meeting  
Minutes  
November 23, 2021**

Meeting called to Order at 6:33 pm

Mr. Le read the announcement of compliance with the Open Public Meetings Law

Roll Call: Present: Mr. Le, Ms. Straus, Ms. Jason, Mr. McQueen, Mrs. Minneci, Ms. Muller.  
Excused: Mrs. Cantalupo, Ms. Lewis, Mr. Donohue, Mrs. Carter, Mr. Wheatle Williams.

Motion to approve the minutes of the October 26, 2021 meeting was made by Ms. Muller and seconded by Mrs. Minneci. All present in favor, minutes approved.

Correspondence- none

Motion was made by Mrs. Minneci and seconded by Ms. Straus to accept the financial reports of October 2021. All present in favor, financial reports accepted.

Pro Libra and Strategic Operating Solutions presented consulting proposals to manage the new Library Director search. Proposals are attached to the minutes.

Ms. Jason read the Interim Director's report

Reports of Committee Members - none

Old Business - None

**New Business**

- Board reviewed the 1st draft of the 2022 Library budget. Final budget will be presented at the December Board Meeting.
  
- A motion was made by Ms. Muller and seconded by Mrs. Minneci to change two Library Assistant positions from part-time to permanent part-time positions. These two positions will now have set hours up to 28, and include paid holidays, paid sick time, and paid vacation after one year. The positions do not include health or other benefits. All present in favor, motion approved.

Comments from the Public- none

Motion was made by Ms. Muller and seconded by Mrs. Minneci to move to Executive Session to discuss the consulting proposals for the new Library Director Search. All present in favor. Board retired to Executive Session at 8:13pm. Ms. Jason was excused from the Executive Session.

The Board rose from Executive Session at 8:29pm with a motion made by Ms. Muller and seconded by Mr. McQueen. All present in favor. Board returned to Public Session.

- A motion was made by Ms. Muller and seconded Mr. McQueen to retain the services of Strategic Operating Solutions to lead the search for the new Library Director at a cost not to exceed \$16,000. All present in favor. Motion passes.

Confirm next meeting, in person at the Vauxhall Branch on December 21, 2021 at 6:30pm. This is a change of venue and will be communicated to the public.

Motion to adjourn the meeting was made by Ms. Muller and seconded by Mrs. Minneci. All present in favor, meeting ends at 8:30pm



October 28, 2021

Steven H. Le, MBS, PMP, PMI-ACP  
President, UPL Board of Trustees  
Union Public Library  
1980 Morris Avenue  
Union, NJ 07083

Dear Mr. Le:

Thank you for sending PRO LIBRA® a request for proposal in seeking a consultant to recruit a Librarian to fill the Union Public Library Director position. In this effort, I offer to be your Principal Consultant along with my colleague, Angela Dzikowski, as your representatives for the project. PRO LIBRA®, has been selected as the executive search firm for more than 25 public library director positions over the last several years, along with an equal number of corporate positions for information professionals.

PRO LIBRA® will implement the Scope of Work as described in the attached document. We will free our schedules for the work of this search. At your behest, we will meet with you at your convenience throughout the process and communicating by email and telephone, never leaving you out of the loop.

We have had the opportunity to work with many high-powered executive committee members who appreciated the high standard of responsiveness, professionalism and attention to the specific need being addressed. We have created an atmosphere of candor, trust and forthrightness that has helped the process to be smooth and successful.

The flat fee for our services in assisting your recruiting efforts will be fifteen thousand dollars, (\$15,000.00), ninety days guaranteed with replacement assured if either you or the candidate decides to walk away within the ninety-day probationary period after the 1st day of employment.

Sincerely,

Margaret Bennett, MLS  
President  
PRO LIBRA® Associates, Inc.

Authorization to engage PRO LIBRA® services:

by: \_\_\_\_\_

title: \_\_\_\_\_

date: \_\_\_\_\_

## Scope of Work

Upon execution of the contract between PRO LIBRA® and the Union Public Library, PRO LIBRA® shall set meetings with the Director Search Committee and other stakeholders to:

- a. Review and update the existing job description.
- b. Assist in determining salary range.
- c. Develop a candidate profile (your ideal candidate, what is expected of the Director, what does the community, staff and board want to see?)
- d. Recruitment strategy –
  - Initiate advertising
  - Consultant evaluates candidates
  - Recommendations for candidate interviews
- d. Suggest guidelines for the interview process and prepare questions.

PRO LIBRA® will then be responsible for:

- a. Posting the position through local, regional and nation channels.
- b. Receiving and reviewing resumes of applicants, determining those meeting minimum qualifications and following up with telephone and face to face interviews to clarify each applicant's qualifications and experience.
- c. Assisting the Director Search Committee in evaluating these candidates and then identifying the top 4-6 candidates for serious consideration and interviews.
- d. Conducting in-depth reference checks with individuals in a position to evaluate this smaller pool of candidates' performance on the job. Ascertain the strengths and personal dimensions of each candidate and report to the Director Search Committee.

PRO LIBRA® will follow through by:

- a. Coordinating the candidates' participation in the interviews.
- b. Debriefing with the panel following the interviews and identify additional candidates if necessary.
- c. Verifying selected candidate's educational background, employment record, and any other information identified in the strategy process.
- d. Notifying applicants not selected.
- e. Assisting the Director Search Committee with compensation negotiations.
- f. Assisting in welcoming the new Director.

## ***Strategic Operating Solutions***

***100 Walnut Avenue, Suite 210***

***Clark, NJ 07066***

***908.229.9721***

October 31, 2021.

Union Public Library  
Board of Trustees  
1980 Morris Avenue  
Union, New Jersey 07083

Dear Mr. Lc,

Thank you for reaching out to Strategic Operating Solutions regarding the director search for the Union Public Library. Strategic Operating Solutions is incorporated in New Jersey and is a woman owned business. Although the firm has only been in existence since 2020, I have more than twenty-five years of public library experience in the state of New Jersey, as well as a brief stint in the New Jersey Department of State. Throughout my career, I have had extensive experience with professional searches and recruitment. I also serve on the board of Family and Children's Services in Elizabeth. In my twenty plus years as a board member there (and current board president), I have been involved in executive director and other employee searches.

The Union Public Library Director search would be my first official library director search, and I can understand why it might be tempting to go with a more established firm. The reasons that I think Strategic Operating Solutions offers what the Union Public Library needs are as follows:

- ❖ As a Union County business owner and long-time resident, I have an intimate understanding of both the opportunities and challenges that your new director will face, and, in concurrence with your stakeholders, will calibrate your search accordingly.
- ❖ As a current New Jersey Library Director involved in both the New Jersey Library Association and the American Library Association, I have an extensive network of professional resources to draw upon. I also understand the parameters of doing business in a Civil Service and union environment.
- ❖ Your success is my success. At such a critical moment in Union Public Library's history, having the right person as your next director is essential. I will work with the Union Public Library Board, the library staff, township officials, and community stakeholders to find the optimal match for the position.

Included are a proposed timeline, an approach to best satisfy your needs, and references. Thank you for the consideration. Please feel free to contact me if you have any questions. I look forward to hearing from you.

Sincerely,



Jeanne Marie Ryan, MLS

**"Coming together is a beginning; keeping together is progress; working together is success." Edward Everett Hale**

## ***Strategic Operating Solutions Proposed Timeline***

- ❖ Meet with the Union Library Board of Trustees, or a designated subgroup (the Selection Committee). First 5-7 days.
- ❖ Establish expectations and parameters for the director search. This includes, but is not limited to, determining who is involved at each step of the process, the viability of the proposed timeline, the optimal number of candidates for each stage of the search, how long resumes will be accepted, and whether interviews should be conducted in person or via Zoom. Initial culling will take place via phone interviews. First 5-7 days.
- ❖ Seek input from the library staff, the Board of Trustees, Township of Union officials, and community stakeholders to help define the attributes (in their opinion) of a successful library director for both the current and next chapters of the Union Public Library's life. Days 8-17.
- ❖ Aggregate the information, review it with the Board's Selection Committee, and craft the job description for the Union Public Library Director. Also agree on interview questions and the format of interviews with the appropriate parties. Days 17-20.
- ❖ Work with the Union Public Library Board of Trustees to establish an appropriate compensation package. Days 17-20.
- ❖ Use the job description as the foundation of the job ad, which will also include information about governance, staffing, services that the library currently offers in both the temporary location and the branch, the construction of the new building with proposed future services, and information about the Township of Union. Days 17-20.
- ❖ Post and advertise across multiple venues. Maintain compliance with New Jersey Civil Service regulations. Days 21-23.
- ❖ Refine the search schedule and adjust as necessary in conjunction with the Selection Committee and the Board of Trustees. Days 21-23.
- ❖ Cull through the applicant pool, then set up initial interviews with appropriate candidates and the Selection Committee. Days 24-50.
- ❖ Close job posting. Day 50.
- ❖ Conduct initial interviews. Days 51-54.
- ❖ Narrow the search to a previously agreed upon number of finalists. Inform all candidates of where they stand in the search. Days 55-56.
- ❖ Report on search status to appropriate stakeholders. Days 55-56.
- ❖ Schedule the next round of interviews, coordinating with candidates, Selection Committee members, the Union Public Library Board, and other appropriate stakeholders. Days 57-59.
- ❖ Conduct interviews. Check references. Facilitate final selection of candidate with predetermined stakeholder group. Days 60-70.
- ❖ Work with the Board of Trustees to offer the chosen candidate the position. Days 71-75.
- ❖ Partner with the Board of Trustees and the new Union Public Library Director to introduce the director to the library team, Township of Union officials, community stakeholders, and the community at large. TBD