

Council Action Sheet



To: Mayor and City Council Members
From: Kathy Payne, HR Coordinator/City Recorder
Date: February 2, 2022
Subject: Library Director Recruitment

Background

In late October 2021, we were informed by Library Director Margaret Jeffries that she was going to retire at the end of January. On November 10, 2021, we began recruiting for Margaret's replacement. Advertising was done locally, statewide, and nationwide to seek qualified candidates to fill the position. We received 46 applications. City Administrator Walsh, Library Director Jeffries, and Councilor Topaz reviewed each application and from there, nine candidates were selected to interview. Of those candidates two withdrew prior to their interview. Therefore, seven candidates were eventually interviewed. There were two panels of interviewers; one made up of three Library staff, two Library Board members, and an Oregon State Library employee. The other panel was made up of other City staff and a member of the Friends of the St. Helens Public Library group.

The criteria used in assessing the candidates is based on the Library Director job description and on a set of interview questions where we are looking for and expecting to find the attributes of a successful candidate. Without divulging the interview questions, some of the attributes we are looking for are ability to lead the Library Department, experience operating a public library, level of engagement in the community, and other essential job functions such as budgeting, staff management, customer service, etc.

After interviews were conducted January 21, four candidates rose to the top and are being brought back to be interviewed by the City Council and City Administrator Walsh on February 11 in Executive Session. Prior to that session, members of the public are invited to make suggestions on the employment of the Library Director at the meeting of February 2 so the City Council can take the input into consideration as it conducts interviews. Suggestion concerning additional attributes other than those listed above are welcome at the Council meeting.

Recommendation

At your February 2, 2022 Work Session, allow the public to comment on the Library Director recruitment to see if there are any other attributes and criteria we should be looking at.

Attachments: Library Director Job Description