



**SPECIAL LIBRARY BOARD OF TRUSTEES MEETING AGENDA
FRIDAY, OCTOBER 2, 2015
11:30 A.M.**

**North Valleys Library
1075 North Hills Blvd
Reno, NV 89506**

PURSUANT TO NRS 241.020, THE AGENDA FOR THE TRUSTEES MEETING HAS BEEN POSTED AT THE FOLLOWING LOCATIONS: WASHOE COUNTY COURTHOUSE, WASHOE COUNTY ADMINISTRATION BUILDING, DOWNTOWN RENO LIBRARY, INCLINE VILLAGE LIBRARY, NORTH VALLEYS LIBRARY, NORTHWEST RENO LIBRARY, SIERRA VIEW LIBRARY, SOUTH VALLEYS LIBRARY, SPANISH SPRINGS LIBRARY AND SPARKS LIBRARY. FURTHER, IN COMPLIANCE WITH NRS 241.010, THIS NOTICE HAS BEEN POSTED ON THE OFFICIAL WEB SITE FOR THE WASHOE COUNTY LIBRARY SYSTEM AT www.washoecountylibrary.us; and <https://notice.nv.gov>.

SUPPORT DOCUMENTATION FOR ITEMS ON THE AGENDA PROVIDED TO THE LIBRARY BOARD OF TRUSTEES IS AVAILABLE TO MEMBERS OF THE PUBLIC AT THE DOWNTOWN RENO LIBRARY ADMINISTRATION OFFICE, 301 SOUTH CENTER STREET, RENO, NEVADA AND MAY BE OBTAINED BY CONTACTING TAMI GASTON AT 327-8343 OR tgaston@washoecounty.us. WE ARE PLEASED TO MAKE REASONABLE ACCOMMODATIONS FOR MEMBERS OF THE PUBLIC WHO ARE DISABLED AND WISH TO ATTEND MEETINGS. IF YOU SHOULD REQUIRE SPECIAL ARRANGEMENTS FOR ANY TRUSTEE MEETING, PLEASE CONTACT OUR OFFICE AT 327-8341 24 HOURS PRIOR TO THE DATE OF THE MEETING.

THE LIBRARY BOARD CAN DELIBERATE OR TAKE ACTION ONLY IF A MATTER HAS BEEN LISTED ON AN AGENDA PROPERLY POSTED PRIOR TO THE MEETING. DURING THE PUBLIC COMMENT PERIOD, SPEAKERS MAY ADDRESS MATTERS LISTED OR NOT LISTED ON THE PUBLISHED AGENDA. THE OPEN MEETING LAW DOES NOT EXPRESSLY PROHIBIT RESPONSES TO PUBLIC COMMENTS BY THE BOARD. HOWEVER, RESPONSES FROM TRUSTEES TO UNLISTED PUBLIC COMMENT TOPICS COULD BECOME DELIBERATION ON A MATTER WITHOUT NOTICE TO THE PUBLIC. ON THE ADVICE OF LEGAL COUNSEL AND TO ENSURE THE PUBLIC HAS NOTICE OF ALL MATTERS THE TRUSTEES WILL CONSIDER, TRUSTEES MAY CHOOSE NOT TO RESPOND TO PUBLIC COMMENTS, EXCEPT TO CORRECT FACTUAL INACCURACIES, ASK FOR LIBRARY STAFF ACTION OR TO ASK THAT A MATTER BE LISTED ON A FUTURE AGENDA. THE BOARD MAY DO THIS EITHER DURING THE PUBLIC COMMENT ITEM OR DURING THE FOLLOWING ITEM: "BOARD COMMENT – LIMITED TO ANNOUNCEMENTS, STRATEGIC PLAN ACTIVITY UPDATES OR ISSUES PROPOSED FOR FUTURE AGENDAS AND/OR WORKSHOPS."

THE BOARD OF LIBRARY TRUSTEES CONDUCTS THE BUSINESS OF THE WASHOE COUNTY LIBRARY SYSTEM DURING ITS MEETINGS. THE PRESIDING OFFICER MAY ORDER THE REMOVAL OF ANY PERSON WHOSE STATEMENT OR OTHER CONDUCT DISRUPTS THE ORDERLY, EFFICIENT OR SAFE CONDUCT OF THE MEETING. WARNINGS AGAINST DISRUPTIVE COMMENTS OR BEHAVIOR MAY OR MAY NOT BE GIVEN PRIOR TO REMOVAL. THE VIEWPOINT OF A SPEAKER WILL NOT BE RESTRICTED, BUT REASONABLE RESTRICTIONS MAY BE IMPOSED UPON THE TIME, PLACE AND MANNER OF SPEECH. IRRELEVANT AND UNDULY REPETITIOUS STATEMENTS AND PERSONAL ATTACKS WHICH ANTAGONIZE OR INCITE OTHERS ARE EXAMPLES OF SPEECH THAT MAY BE REASONABLY LIMITED.

THE LIBRARY BOARD OF TRUSTEES MAY TAKE AGENDA ITEMS OUT OF ORDER, CONSIDER TWO OR MORE ITEMS IN COMBINATION, REMOVE ONE OR MORE ITEMS FROM THE AGENDA OR DELAY DISCUSSION ON AN ITEM.

Administration
301 South Center Street
P.O. Box 2151, Reno, Nevada 89505
(775) 327-8341
www.washoecountylibrary.us

The Board of Trustees may take action only on the items below that are preceded by the words "For Possible Action." The Board will not take action on any other items.

- 1) Call to Order
- 2) Roll Call
- 3) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 4) *For Possible Action:* Discussion and Direction to Staff Regarding the Establishment and Duties of the Panel Which Will Interview Finalist Candidates for the Library Director Position, Which May Include the Following Issues: Preferred Number of Members on the Panel; Who Should Be Invited to Serve on the Panel; Questions that the Panel Should Ask of the Candidates; Process and/or Criteria to Be Used in Evaluating the Candidates; and How Many of the Candidates Should the Panel Recommend for a Final Interview with the Trustees
- 5) Public Comment and Discussion Thereon – Three Minute Time Limit Per Person
No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.
- 6) Board Comment – Limited to Announcements, Strategic Plan Activity Updates or Issues Proposed for Future Agendas and/or workshops
- 7) Adjournment

Potential members of the Library Director interview panel

NAME	JOB TITLE/AFFILIATION
[To be determined]	Library Trustee
Dan Erwine	Friends Board President
Traci Davis	WCSD Superintendent
Kathlin Ray	UNR Dean of Libraries
Daphne DeLeon	Nevada State Library Administrator
Arnie Maurins	WCLS Director
Carol Lloyd	Churchill County Library Director
Susan Robinson	NNLC Executive Director
Kevin Schiller	Assistant County Manager
Grady Tarbutton	Senior Services Director
Nancy Cummings	Former Library Director; NNLC Board Member

Library Director Interviews Sample Questions

Following is a series of potential questions for candidates, along with a scoring system (1= lowest, 5 = highest). The scoring system for each question will NOT be tallied as a group. The scoring system is merely provided as a tool to help each individual panel member track the various candidates and better recall and distinguish them when we begin the deliberation process.

Space is provided for notes to be made on each candidate. It is recommended that the panel chair open the interview with the first two open ended questions listed, and that the panel chair conclude the interview with the open ended invitation for the candidate to ask questions, as listed. In between, it is recommended that the panel chair facilitate a rotation of questioning.

It is likely that not all questions listed will be asked and it is entirely appropriate to ask any other question you desire, and to ask follow up questions to any answer which creates additional questions. These are provided to assist the interview panel and not in any way to restrict the panel.

Opening Questions

Share with us what you believe we should know about you as a person.

1 2 3 4 5

Why do you want to work for us?

1 2 3 4 5

Homework

What homework have you done on us?

1 2 3 4 5

What is the best thing you have discovered about us?

1 2 3 4 5

What is the worst thing you have discovered about us?

1 2 3 4 5

What is the most surprising thing you have discovered about us?

1 2 3 4 5

Technical Skill Areas

Describe your experience in working with boards.

1 2 3 4 5

Describe your experience in fundraising.

1 2 3 4 5

What do you think are the major issues facing libraries today?

1 2 3 4 5

Describe how you would go about creating a long-range strategic plan for the Library.

1 2 3 4 5

Describe how you stay informed about trends and developments in library science.

1 2 3 4 5

How should we measure success for you?

1 2 3 4 5

Visionary Leadership

What are you passionate about?

1 2 3 4 5

Tell us about a time when you generated enthusiasm and optimism in other because of your passion.

1 2 3 4 5

Give us an example of how you have used your own personal qualities and appeal to lead others.

1 2 3 4 5

Judgment

Tell us about a time when you had to make a difficult decision. What process did you go through to arrive at the decision?

1 2 3 4 5

Tell us about a time you had to make a decision that would impact a number of other people. How did you go about it?

1 2 3 4 5

Do you tend to make decisions quickly and instinctively or more slowly and methodically? Tell us about a time when your method did not achieve the results you expected. What happened?

1 2 3 4 5

It can be difficult to use good judgment when everyone else seems to disagree with your approach. Tell us about a time when you had to go against the wishes/needs of your senior leadership team. What did you do? How did you explain your reasoning? What was the result?

1 2 3 4 5

Customer Service

Tell us about the most difficult citizen encounter you have experienced. How did you handle it?

1 2 3 4 5

Give us an example of a time when you were not able to meet a commitment to a customer. What did you do?

1 2 3 4 5

Tell us about a time you could not meet a customer's needs in a timely manner. What did you do?

1 2 3 4 5

Change Management

Describe a time when you were met with strong resistance to a change you implemented. How did you overcome it?

1 2 3 4 5

Describe how you believe you effectively lead change in an organization.

1 2 3 4 5

Cost Consciousness

Give us an example of a time when you had to reduce expenses. How did you determine where to cut costs? What was the impact?

1 2 3 4 5

Tell us about a time when there was a cost overrun. What did you do and what was the result?

1 2 3 4 5

Motivation

Describe the process you use to set and achieve goals.

1 2 3 4 5

Give us an example of a time when you faced obstacles that were keeping you from meeting a goal. What did you do?

1 2 3 4 5

How do you motivate and inspire those who work for you to achieve their goals?

1 2 3 4 5

Interpersonal Skills

Describe a situation in which you were very emotional. How did you express yourself? What was the outcome?

1 2 3 4 5

Diversity

Tell us about the last five people you hired. How were they similar and different?

1 2 3 4 5

Tell us about a time you had to intervene and resolve a diversity conflict in the workplace.

1 2 3 4 5

What specific steps have you taken to ensure a harassment-free work environment?

1 2 3 4 5

Describe the most culturally diverse environment you have ever worked in. Tell us about one difficulty you encountered and how you handled it.

1 2 3 4 5

Problem Solving

Some people prefer to solve problems alone, while others prefer to work with a group. Tell us about a problem you had to solve alone but which had a direct impact on others.

How did you do it?

1 2 3 4 5

Describe the methods or techniques you have used to gather and analyze information. Give us a specific example of when you applied one (or more) of these methods to successfully resolve an issue.

1 2 3 4 5

Tell us about a time when you were able to identify a problem and resolve it before it became a major issue.

1 2 3 4 5

Tell us about a work problem that involved a high level of emotion for you or your supervisor. How did you support your supervisor in resolving it?

1 2 3 4 5

Tell us about a time when you had to problem-solve with the Board of Directors. What role did you play and what was the outcome?

1 2 3 4 5

Oral Communication

What have been your experiences in making presentations or speeches to small or large groups?

1 2 3 4 5

What was your most successful experience in speech making?

1 2 3 4 5

Tell us about a time when your presentation did not go well. What happened? How did you respond?

1 2 3 4 5

Good listening is part of effective communication. Tell us about a time when your listening skills helped you communicate better.

1 2 3 4 5

Leadership

Think of an important goal you set in the past, explain how you determined its importance and what you did in a step by step manner to achieve it. Finally, describe the outcome.

1 2 3 4 5

Tell us about a time when someone gave you constructive feedback. How did you respond? What did you do with the information?

1 2 3 4 5

Being able to change another person's behavior takes skill and responsibility. Tell us about a time when you were successful in doing this. What were the payoffs for you, the other person, and the organization?

1 2 3 4 5

How have you handled people who are difficult to get along with? Describe a situation in which you were effective in getting a difficult person to cooperate. Explain what you did that made the difference.

1 2 3 4 5

What techniques have you used to recognize and commend individuals or groups? Give us a specific example.

1 2 3 4 5

Tell us about a time when you had to inspire or energize an unmotivated individual or group. How did you do it and what was the result?

1 2 3 4 5

Ethics

Tell us about a time you were new to a job. What steps did you take to build trust with coworkers and staff?

1 2 3 4 5

Describe a situation where you worked with someone you did not like or respect. How did you cope with the relationship?

1 2 3 4 5

Tell us about a time when your values were in conflict with the organization's values. What did you do?

1 2 3 4 5

Describe what the terms "integrity" and "ethics" mean to you. Tell us about a time when you integrity or ethics were challenged. What did you do?

1 2 3 4 5

Project Management

Communicating project changes and progress to the appropriate people is critical. What procedures have you used to accomplish this?

1 2 3 4 5

Tell us about the steps you have taken to get a project back on track when it was at risk of not being completed on time. Give us a specific example.

1 2 3 4 5

Tell us about a project you had to coordinate that involved the participation of a number of people. How did you manage it? What did you do when others did not follow through on their commitments?

1 2 3 4 5

Describe the process you use in developing a project plan.

1 2 3 4 5

Tell us about a project that worked out very well because of the plan you developed.

1 2 3 4 5

Give us an example of a project that was difficult to complete despite having a well thought out plan. What did you do about it?

1 2 3 4 5

Professionalism

Tell us about a time you had to tactfully confront someone about his or her inappropriate action or behavior. How did you do it?

1 2 3 4 5

Remaining calm under extreme pressure is a difficult skill for many people. Tell us about a situation when you were able to do this.

1 2 3 4 5

Describe a situation when you were not able to stay calm under pressure. What happened and what did you do about it?

1 2 3 4 5

What was the biggest mistake you have made in your work? What did you do about it and what did you learn from it?

1 2 3 4 5

Written Communication

Tell us about a complex document you had to read and interpret. How did you achieve the necessary level of understanding?

1 2 3 4 5

Describe your experience in editing others' documents, reports or other forms of written communication. Give a specific example of a complex document you had to edit for someone else and how you did it.

1 2 3 4 5

Describe a time when you had to document and present numerical data. How did you format it?

1 2 3 4 5

How do you ensure that your writing is clear and informative? Give us a specific example.

1 2 3 4 5

How would you describe your writing style? Tell us about a time you had to use a different writing style to meet the needs of the reader(s).

1 2 3 4 5

Managing People

What is your greatest personal struggle or limitation in supervising others? Give us an example of a time when you overcame one of your limitations and resolved a problem.

1 2 3 4 5

Tell us about your greatest quality improvement effort. What impact did it have on the organization?

1 2 3 4 5

Tell us how you have involved subordinates in planning, decision making, facilitating and process improvement. Give a specific example.

1 2 3 4 5

Tell us about a time when you were overwhelmed with your own tasks but still had to make yourself available to staff. How did you do it?

1 2 3 4 5

What approach have you taken to provide performance feedback to staff? Tell us about the most difficult feedback session you have had and how you planned for it.

1 2 3 4 5

Describe a time when you initiated getting feedback from a customer. Why did you do it, what was the response, and what did you do with the information?

1 2 3 4 5

Give us an example of a time when a subordinate made a serious mistake. What did you do?

1 2 3 4 5

Organizational Support

Give us an example of a time when you could not meet an agreed-to deadline. What did you do?

1 2 3 4 5

We generally recognize that policies and procedures are necessary for workplace efficiency. Tell us about a time when you had to work under a policy or procedure you did not agree with. What did you do?

1 2 3 4 5

Teamwork

Describe how you were able to help build a positive team spirit in a new group.

1 2 3 4 5

Tell us about a time when you were able to remain objective and open to another viewpoint when you did not agree with it.

1 2 3 4 5

Tell us about a time you had to set you own interests or priorities aside in the interests of the team.

1 2 3 4 5

Strategic Thinking

What were the strengths and weaknesses of your previous (or current) organization? What contributed to them?

1 2 3 4 5

Adaptability

What is the most difficult or frustrating part of constant change for you? How do you cope with it?

1 2 3 4 5

Initiative

Tell us about a time when you were overwhelmed with work. What did you do?

1 2 3 4 5

Innovation

Creative people seem to offer new insights frequently. Give us an example of a time when one of your insights or innovations was particularly well received by others.

1 2 3 4 5

Tell us about a time when you had to be particularly resourceful in meeting a challenge or completing a project.

1 2 3 4 5

Tell us about a time when you had to sell your idea to a Board of Directors. How did you do it and what was the outcome?

1 2 3 4 5

Personal Characteristics

Please describe the best day you have had in your current (or previous) job.

1 2 3 4 5

Please describe the worst day you had had in your current (or previous) job.

1 2 3 4 5

Why did you choose to become a Librarian?

1 2 3 4 5

What is your best professional quality?

1 2 3 4 5

What is your worst professional quality?

1 2 3 4 5

How have you persuaded your Board (or supervisor) to go along with you on an issue that was a hard sell?

1 2 3 4 5

What is your favorite quote and why?

1 2 3 4 5

Closing Question

Is there anything else you would like to ask us?

1 2 3 4 5

Summary Comments
