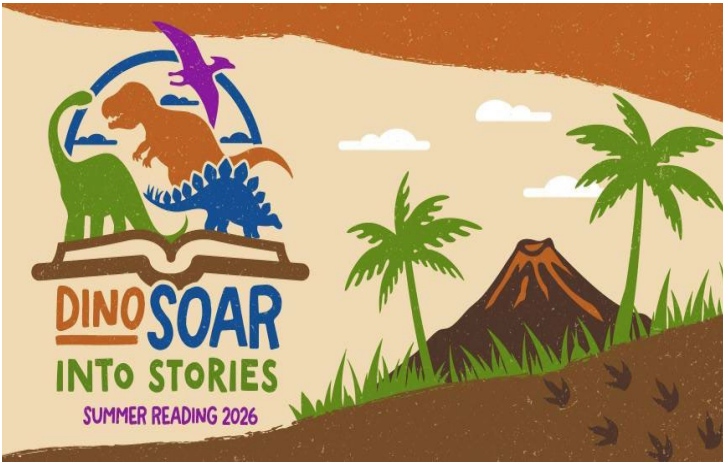


SPECIAL BOARD MEETING

JEFFERSON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

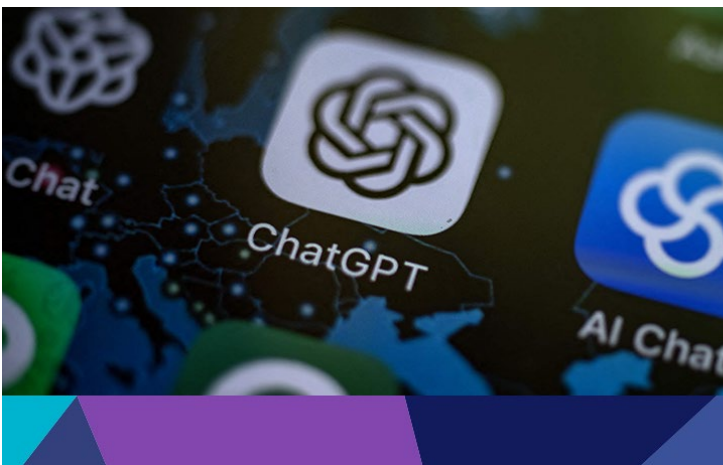
May 14, 2026



Summer Reading 2026: DinoSOAR Into Stories



Create Space Lab: Mystery Maker



Everyday Artificial Intelligence



Kids Club: Sink or Float Activities



Jefferson County
PUBLIC LIBRARY

SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	<p>Thursday, May 14, 2026 – 5:30 pm – HYBRID MEETING</p> <ul style="list-style-type: none"> • <u>ONLINE MEETING VIA ZOOM</u> • <u>IN-PERSON MEETING AT LAKEWOOD LIBRARY MEETING ROOM</u>
1.	<p>Call to order & attendance (4.5.8)</p> <p>A. Verbal roll call – Each Trustee announces their presence by stating their name.</p>
2.	<p>Pledge of Allegiance</p>
3. Agenda Action	<p>Approve Agenda</p> <p>Chair: Call for motion and second</p>
4. OPERATIONAL UPDATES	<p>People & Culture</p> <p>Guest: Karen Miller, Bradbury Miller Associates</p> <p>A. Executive Director Recruitment Hiring Plan</p>
5. EXECUTIVE SESSION	<p>EXECUTIVE SESSION:</p> <p>Guests Kurt Behn, Eric Butler, County Attorney’s Office</p> <p>Call for Motion and Second to recess the special meeting of the Library Board of Trustees and reconvene in executive session.</p> <p>Topics: (1) Executive Director Recruitment. (2) AmeriForce v. TCC Corporation.</p> <p>Statutory citations authorizing an executive session are:</p> <ul style="list-style-type: none"> • Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. • Pursuant to 24-6-402(4)(b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions.
6. Reconvene Special Meeting	<p>Executive Session Summary</p>
7. Emerging Issues Action as Needed	
8. Board Governance Action as Needed	
9. Suggest Agenda Items Action as Needed	<p>BOARD SCHEDULE – NEXT MEETINGS –</p> <p>Location of meetings of the Library Board of Trustees are being determined in cooperation with guidelines from Jefferson County. Information on meeting location will be posted at least one week prior to the scheduled meeting date.</p> <p><u>2026 Board Meeting Schedule</u></p> <ul style="list-style-type: none"> • May 21, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • June 11, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • June 18, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room • July 9, 2026 – Board Meeting – 5:30 pm Hybrid: Virtual via ZOOM. In-Person

SPECIAL BOARD MEETING AGENDA

Jefferson County Public Library Board of Trustees

	<p>Location: Lakewood Library Meeting Room</p> <ul style="list-style-type: none">• July 16, 2026 – Study Session – 5:30 pm Hybrid: Virtual via ZOOM. In-Person Location: Lakewood Library Meeting Room
10. ADJOURNMENT	Adjournment

Phase 1: Discovery

- **Kickoff Meeting***
Search Committee + BMA review the process and approve the timeline.
- **Information Gathering**
BMA uses surveys and select focus groups to gather information about the organization, community, and position.
- **Job Announcement***
BMA drafts and sends announcement to the Search Committee for review/edits and approval.
- **Evaluation Rubric**
Created to minimize bias, and allow for an equitable and data-driven evaluation of candidates' skills/abilities that align with the position needs.

Phase 2: Recruit

- **Advertising**
Job announcement is advertised nationally via professional networks and jobsites.
- **Recruiting**
Candidates are recruited using professional networks and contacts.
- **Applications Close**
- **Organizing**
BMA will organize candidate documents and send to Search Committee for easy perusal.

Phase 3: Assessment

- **Candidate Pool Presentation***
BMA + Search Committee meet virtually to discuss and review the applicant pool selecting 6-9 candidates for the first round of interviews.
- **Communication**
BMA notifies all applicants on the status of their application and invites selected candidates to continue in the interview process.

Phase 4: Interviews + Final Details

- **Semifinal Interviews (virtual)***
BMA leads Search Committee through a two-day interview process resulting in 3-4 finalists.
- **Planning**
BMA generates a final interview schedule based on input from the organization. BMA contacts formal references and generates reports.
- **Travel**
Finalists receive travel reimbursement specifics per the organization's requirements and make arrangements as needed.
- **Final Interviews (in-person)****
BMA manages a one- or two-day interview process, culminating in interviews with Hiring Authority. BMA facilitates discussion with Hiring Authority.
- **Offer + Negotiation**
BMA extends the offer on the Hiring Authority's behalf, unless other arrangements are preferred.
- **Background Investigation**
BMA engages an investigative firm to verify candidate credentials and history.
- **Communication**
BMA maintains communication with the finalists and Hiring Authority throughout the process.
- **Start Date**
New hire start date is to be determined.