



Jefferson County
PUBLIC LIBRARY

BOARD OF TRUSTEES EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING

DATE: August 24, 2026
TIME: 8:00 am – 10:00 am
PLACE: Online via ZOOM

For instructions on how to access the **online ZOOM Search Committee Meeting** please go to:
[2026 Board Meetings | Jefferson County Public Library](#)

EXECUTIVE SESSION:

Topic: Executive Director Recruitment. Statutory citations authorizing an executive session are:

- Pursuant to 24-6-402(4)(c) for purposes of discussing matters required to be kept confidential under state law C.R.S., 24-72-204(3)(a)(XI).
- Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators.

**NEXT SEARCH
COMMITTEE MEETING**

BOARD OF TRUSTEES EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING AGENDA

Jefferson County Public Library Board of Trustees

ITEM# / ACTION	Monday, August 24, 2026 – 8:00 am – VIRTUAL MEETING <u>ONLINE MEETING VIA ZOOM</u>
1.	Call to order & attendance (4.5.8) A. Verbal roll call – Each member announces their presence by stating their name.
2. Approval of Agenda Action	Call for Motion and Second to approve agenda as presented.
3. Approval of Minutes Action	Call for Motion and Second to approve minutes of June 30, 2026 and July 7, 2026 Search Committee meetings.
4. Executive Session Action	EXECUTIVE SESSION: Call for Motion and Second to adjourn the Executive Director Search Committee meeting, reconvene in executive session. <u>AND</u> adjourn the Executive Director Search Committee meeting at the conclusion of the Executive Session. Topic and citations authorizing an executive session are: Topic: <u>Executive Director Recruitment</u> . Statutory citations authorizing an executive session are: - Pursuant to 24-6-402(4)(c) for purposes of discussing matters required to be kept confidential under state law C.R.S., 24-72-204(3)(a)(XI). - Pursuant to 24-6-402(4)(e)(I) for discussion of strategy and instructions to negotiators. Guests. Bradbury Miller Associates (BMA)
5. ADJOURNMENT	Adjournment

Jefferson County Public Library Board of Trustees
Executive Director Search Committee Meeting
June 30, 2026- 10:00 am
Virtual Meeting held online via ZOOM

Call to Order

Search Committee Members: Emelda Bing Walker, Renny Fagan, Jill Fellman, Lisa Smith, Rob DeHerrera.

Support Staff: Amber Fisher, Ryan Church.

Absent:.. All Search Committee Members were present.

The Search Committee meeting was called to order at 10:05 am

TOPICS:

- Hiring Plan
- Timeline
- Job Description

Executive Director Search Committee Chair

By consensus the Search Committee named Emelda Walker as Chair of the search committee.

Job Description

The Search Committee reviewed the draft job description and agreed on the following adjustments:

Qualifications

- **Minimum qualifications:** a master's degree in public administration, business administration, information systems, or a related field; 8+ years of progressively responsible leadership experience, including at least 5 years supervising managers or senior staff in a library system.
- **Preferred qualifications:** a master's degree in library and information science from an ALA-accredited program; 8+ years of progressively responsible leadership experience in a library system, including at least 5 years of supervising managers or senior staff. Multi-location leadership experience, experience overseeing an organizational budget, administrative experience in a public library, experience working in a unionized environment, experience reporting to a governing board, and work with elected officials.

Community Engagement, Advocacy, and Communication

- Add: National officials

Organizational Leadership and Operations

- Add: Advances the library's commitment to diversity, equity, and inclusion by fostering an inclusive workplace, ensuring equitable access to services, and incorporating these principles into library operations and decision-making.

Public Service, Access, and Community Impact

- Add: Cultivates a customer-focused environment that delivers excellent service to all visitors.

Leadership Competencies

- Add: Ability to lead through change by developing innovative solutions, adapting to shifting priorities, and guiding staff through transitions.

The Committee asked Lisa Smith to provide BMA with the feedback from the Board and the Search Committee to make adjustments.

Hiring Plan - Rubric

The Committee suggested that a good topic for the next meeting with Bradbury Miller Associates (BMA) is the rubric that BMA will use for vetting candidates and the rubric the Committee will use for vetting candidates. The Committee asked Lisa Smith to request that BMA bring a draft rubric to that meeting.

Timeline – Job Announcement

The salary range recommendation is \$170,000-\$195,000 minimum and \$145,000-\$233,000 complete range. After some discussion the Committee agreed to the recommendation.

The Chair asked Lisa Smith to communicate to BMA that the Committee would like at least a one week notice in advance to respond with feedback on documents they send to the Committee.

The meeting was adjourned at 11:01 am.

Jefferson County Public Library Board of Trustees
Executive Director Search Committee Meeting
July 7, 2026- 11:00 am
Virtual Meeting held online via ZOOM

Call to Order

Search Committee Members: Emelda Bing Walker, Chair, Jill Fellman, Lisa Smith, Rob DeHerrera.

Support Staff: Amber Fisher, Joseph Grover

Absent: Renny Fagan

The Search Committee meeting was called to order at 11:05 am

The Chair shared the hiring plan process document, the timeline and the Executive Director job description and advised the Committee that Bradbury Miller Associates (BMA) will post the job announcement the first week in July to stay on the timeline. The Committee is meeting today to formally adopt the hiring plan process document, timeline and job description so as not to delay the timeline. There is some leeway in the timeline, for example the application closing date may be extended for one more week but the rest of the timeline should not be affected.

Bradbury Miller has added this Committee's feedback and the Library Board feedback to the job description including the minimum and preferred qualifications.

Search Committee Adopts Hiring Plan Process, Timeline and Job Description

MOTION: Rob DeHerrera moved that the Library Board of Trustees Executive Director Search Committee adopt the Hiring Plan Process, Timeline and Executive Director Job Description. Seconded by Jill Fellman the motion passed by unanimous vote of all members present.

The Chair advised the committee that she will contact BMA and advise them that the three documents have been formally adopted. It is her understanding that the job posting will go live on Friday.

The meeting was adjourned at 11:12 am.