



*City of Arts & Innovation*

# Board of Library Trustees

---

**TO: BOARD OF LIBRARY TRUSTEES**

**DATE: APRIL 23, 2018**

**FROM: RIVERSIDE PUBLIC LIBRARY**

**SUBJECT: LIBRARY DIRECTOR RESIGNATION AND NEW RECRUITMENT PROCESS**

## **ISSUE:**

Receive and file the report on the Library Director's resignation and the new recruitment process.

## **RECOMMENDATION:**

That the Board of Library Trustees receive and file this report.

## **BACKGROUND:**

The Riverside Public Library Director resigned from the City effective April 6, 2018. To ensure effective management and a seamless transition of the Riverside Public Library Department during this period, Assistant Library Director Erin Christmas will continue as the Acting Library Director.

Pursuant to Section 804 of the Riverside City Charter, the Board of Library Trustees have the power and duty to approve or disapprove the appointment, suspension or removal of the librarian, who shall be the department head.

## **DISCUSSION:**

The City has released a Request for Proposal (RFP) for an executive search firm to conduct the national recruitment process. The selected firm will work with the City's Human Resources department throughout the process. The timeline should take approximately five to six months:

- April – select search firm.
- May – hire firm and prepare job announcement.
- June – firm recruits and recommends candidates.
- July – select finalists and schedule interviews.
- August – interview and hire new library director.
- September or October – new library director arrives.

At this time, staff is requesting that the Board consider and discuss the possibility of appointing two Board members to participate in the interview panels. For now, executive management envisions two five-member interview panels comprising the following:

1. Outside Library Director from another system.
2. Library Board member
3. Library Board member
4. Library Foundation Member
5. Friends of the Library Board Member
6. City Department Director
7. City Department Director
8. City Department Director
9. City Department Director
10. Assistant City Manager

The interviews will most likely take place in one day, especially if candidates are flying in from out of state.

**FISCAL IMPACT:**

There is no fiscal impact with this report.

Prepared by: Erin Christmas, Acting Library Director  
Approved by: Alexander T. Nguyen, Assistant City Manager