



Personnel Report for FY 2019
May 2018 to April 2019

The most significant event of the fiscal year was the retirement of Director John Mitchell. After 6 years of service, he completed his tenure in August 2018.

The Search Committee was created to select the next Director. Since the Board hired a consultant in August to complete a Strategic Plan, the Board decided to wait until the Strategic Plan was adopted by the Board before starting the search. The completion of the plan was important so that the candidates would understand what initiatives and strategic direction the library would take. And, most importantly, so that the Board could understand what skills set and experience we should look for in a candidate to ensure we hire the best candidate to implement the Strategic Plan successfully. The plan was adopted at the October 2018 Board meeting.

The Strategic Plan gave a clear vision of who we needed to hire for the best possible outcome. The position description clearly set forth the criteria, which was focused on individuals who have proven fundraising and community engagement experience, along with experience setting up successful programs. The plan suggested casting a wider net and place more importance on proven experience rather than certifications, so that the new Director could quickly increase the relevance of the library in the community by engaging with partners both to fundraise for programming and to facilitate the creation of the programs.

The Search Committee partnered with a local staffing company, who provided pro-bono assistance with posting the position on websites and with the initial resume screenings. Resumes were sent to the committee to conduct phone interviews with qualified candidates. From phone interviews, the candidate pool was then narrowed and 3 candidates were brought in for a face to face interview with the Search Committee and the Highwood City Manager. One candidate was selected as the recommended choice and she then was brought in for an interview with the Board. The offer of employment was then extended and accepted by Carmen Patlan, with the start date of February 18, 2019.