

**APPOINTMENT OF DIRECTOR OF LIBRARY SERVICES**

COMMITTEE: Human Resources Committee	PASSED: 26 November 2015
TOPIC: Recruitment and Employment	AMENDED:
	REVIEW PERIOD: As required.

**BOARD GUIDELINES**

These Guidelines shall apply when the Library Board is required to recruit, select and appoint a new Director of Library Services.

**Procedure:**

The Board shall convene a selection committee consisting of:

- The Human Resources Committee, and
- Other Board members who wish to serve in this endeavor, and
- Additional parties from the DNV to assist, per the Board’s invitation.

This group shall meet to develop for the Board’s endorsement:

- A position description
- Candidate qualities and qualifications
- Salary range
- The approach to recruitment (executive search services, where to post, timelines)

The position description and process developed for the last Director search should be consulted for information.

In consultation with the DNV Manager of Human Resources, the selection committee shall ascertain that the salary range is current and in keeping with market conditions. The Human Resources Committee may, as needed, authorize the Manager of Human Resources to obtain updated salary information from the marketplace.

Due to the high profile nature and complexity of this position, the Board may contract the services of an executive search company with expertise recruiting Library executives to ensure the Library receives the best visibility for the vacancy, the most qualified candidate pool, and to ensure there is the complete understanding of the requirements of a library leader.

The Board may consider the input of senior library management in crafting the position description and identifying the candidate qualities.

In the interests of a fair and secure process for all candidates, confidentiality throughout the process is paramount, and participants in this process must adhere to confidentiality at all times.