



Interim Executive Director Search

AdHoc Search Committee Recommendation

Meghan Shea, AdHoc Search Committee

Search Process Overview



Search Committee

3 board members meeting monthly to gather updates and recommend adjustments to the full board



Internal & External

Open search ensures all qualified candidates are considered, building confidence in the final selection



\$5K Search Budget

Funding for job board postings across library-specific and nonprofit boards, plus candidate travel if needed

Interim Executive Director Profile



Position Details

Location: Full-time onsite, Main Street Branch

Duration: Up to 18 months

Salary Range: \$155,507 – \$233,261

Hiring Options: Full-time with benefits or consultant (hourly)

The Interim ED will provide stability and continuity while a comprehensive search for a permanent Executive Director is conducted — serving as a stabilizing change agent and authentic communicator.

About Evanston Public Library

Community: ~77,000 residents on Lake Michigan, north of Chicago

Branches: Main Branch (downtown) and Robert Crown (west side)

Budget: ~\$9 million annually

Team: 100+ employees, 200+ volunteers

Key Responsibilities & Competencies



Responsibilities (The What)

- Implement EPL Strategic Plan & BELONG Framework
- Build transparent relationships with Board, City & community
- Coach senior leadership team; promote equitable hiring
- Champion inclusive, high-quality programming
- Oversee budget, operations, safety & security
- Support change management for ED transition

Competencies (The How)

- Champion for diversity, equity, access & inclusion
- Clear, decisive leadership & conflict resolution
- Proactive, solutions-oriented problem-solving
- Authentic, transparent communication
- Relationship building & community presence
- Strategic leadership with a systems-level equity lens

Qualifications



Minimum Qualifications

- Master's degree in Library Science
- 3+ years library administration & supervisory experience
- Public library experience required
- Experience with diverse staff and community
- Collaborative management & customer service skills
- Problem-solving, people management & financial management
- Ability to work with Board on priorities and outcomes

Preferred Qualifications

- Talent development & upskilling — proven track record of empowering employees and leadership teams
- Labor relations & contract negotiation — experience with unionized employees and collective bargaining
- Resilient change management — ability to navigate resistance and influence stakeholders with empathy and logic

Search Timeline – Posting & Screening



May 20	Board approves the AdHoc Search Committee Recommendation
May 21	Job posted on multiple job boards, EPL website, and press release shared
May 21 – Jun 4	Period of time the job is posted
EOD Jun 5	Deadline for board members to score candidate applicants
Jun 6 – 7	Catie shares list of qualified candidates with Meghan
Jun 8	Qualified candidate applicants contacted for interviews (Meghan)
Jun 8 – 15	Candidate screening interviews (Meghan)
Jun 17	Candidate recommendations shared in Executive Session; determine trustees for video interviews

** All dates have potential for adjustment due to unforeseen circumstances*

Search Timeline — Interviews & Decision



Jun 18 – 24	1st round video interviews scheduled
EOD Jun 25	Trustee scores due
Jun 26	Debrief meeting in Executive Session — discuss scores, final decision on candidates to next round
Jun 27 – Jul 8	In-person interviews scheduled
EOD Jul 10	Scores from trustees due
Jul 15	Debrief in Executive Session — determine finalist, offer terms, ideal start date; public vote afterward
Jul 16	Notify candidate and pre-employment verification begins
Aug – Sep 2026	Interim Executive Director starts

** All dates have potential for adjustment due to unforeseen circumstances*

Interview Process & OMA Compliance



Interview Process

1. Resume Review

Mirror the RFP review process

2. Candidate Screen

Background, motivations, minimum qualifications

3. Video Interview

Behavioral questions, 2 trustees on panel, recorded for scoring

4. In-Person Interview

Quorum of trustees, behavioral questions and Q&A

5. Final Debrief & Vote

2-minute trustee feedback, determine offer

OMA Compliance Reminder

Public Meeting Required

- Decision to conduct search and hire
- Job description and candidate profile
- Compensation range transparency
- Final hiring vote

Executive Session Allowed

- Candidate deliberations and evaluation
- Salary negotiation for specific individuals
- Current interim or departing ED matters

Next Steps

- ✓ Board approves AdHoc Search Committee Recommendation today (May 20)
- ✓ Job posted May 21 across multiple boards and EPL website
- ✓ Search Committee Created
- ✓ Behavioral interview guides and scorecards prepared
- ✓ Executive Director Search begins by November 2026



Appendix

Additional Documents

Financial hourly option

<https://docs.google.com/document/d/1lg2MZuiQEIkOBDL3E2OHJx-jSmRg9rboy6pZlbyUVUk/edit?usp=sharing>

Job description:

<https://docs.google.com/document/d/1Rs2WbjyBqPxugMAG1gHYdlC2R1TyT-qwA3rmTFp05JE/edit?usp=sharing>

Job posting plan:

https://docs.google.com/document/d/1QFHbY4uDxHovkl11g-SiRrSE9_ymJuYDGq6eixhAjMs/edit?usp=sharing

Press Release: <https://docs.google.com/document/d/1rMo-BN211QWeOPoGCLJVxmDX7d6WC3ycU77Mpg2vVEI/edit?usp=sharing>