



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: February 2, 2021

Subject: APPOINTMENT OF COUNTY LIBRARIAN - ALISON P. MCKEE

RECOMMENDATION(S):

APPOINT Alison P. McKee to the position of County Librarian at Step 5 of the salary range, effective February 1, 2021 with the following additional term of employment: modification to Section 16.11.b, of the Management Resolution (Resolution No. 2019/507) to eliminate the classification of County Librarian (3AAA) from ineligible classifications, which will allow Ms. McKee to continue to participate in the Vacation Buy Back benefit. All other benefits are as provided in the current Management Resolution applicable to the position of County Librarian.

FISCAL IMPACT:

The estimated annual cost for the County Librarian position is \$281,442, of which \$51,568 is pension cost. The estimated cost of filling the position for the five months remaining of fiscal year 2020/21 is \$117,268, of which \$21,487 is pension. The County Librarian is a budgeted position within the Library Fund.

BACKGROUND:

In mid-2020, County Librarian Melinda Cervantes informed the County Administrator that she would be retiring effective October 31, 2020. The County contracted with Teri Black &

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/02/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 2, 2021

Monica Nino, County Administrator and Clerk of the Board
of Supervisors

Contact: Lisa Driscoll, County
Finance Director (925) 335-1023

By: June McHuen, Deputy

Company (TBC), LLC to conduct the recruitment to fill the vacancy. On November 9, 2020, the recruitment for a new County Librarian commenced. TBC advertised the position nationwide. Ads were placed with appropriate industry publications and websites. Invitations and recruitment brochures were sent via traditional and electronic mail to 300-400 potential candidates targeted by the executive search firm.

BACKGROUND: (CONT'D)

The four week recruitment garnered 29 applications. With the assistance of TBC, the applications were screened and four (4) semi-finalists were forwarded to the County Selection Committee on January 20, 2021. The County Selection Committee was composed of Cindy Chadwick, County Librarian, Alameda County; Lisa Driscoll, County Finance Director, Contra Costa County; Don McCormick, Library Commissioner, Contra Costa County; and Matt Rodriguez, City Manager, City of San Pablo.

Following a series of interviews, Alison McKee was selected for the position.

Ms. McKee holds a Master of Library and Information Science degree from San Jose University and a Bachelor of Music Performance from the San Francisco Conservatory of Music. She has served as interim County Librarian since October, 2020, and Deputy County Librarian since August 2015. Ms. McKee has worked for the Contra Costa County Library since 2002 and has a reputation of strong leadership, collaboration, administrative expertise and a commitment to racial equity and diversity. As Interim County Librarian, she has overseen the budget for the entire department and is currently coordinating several large projects, such as a complete overhaul and upgrade of the Library's IT security system as well as a transition to a state sponsored broadband network that will increase Internet speed ten-fold and reduce the Library's cost to a fraction of what it is paying now. Throughout her career, she has demonstrated her ability to work collaboratively. Ms. McKee believes Contra Costa County's most important partners are the 18 cities we work with to provide library services. She has developed close working relationships and has initiated partnerships with several other county departments as well.

The modification to the Vacation Buy Back section of the Management Resolution will allow Ms. McKee to continue to participate in the benefit, which is consistent with similarly situated employees hired prior to April 1, 2011.

CONSEQUENCE OF NEGATIVE ACTION:

The County Librarian position will remain vacant leaving the County Library in a vulnerable management position.