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Margaret Connolly, Co-Chair  
 Mary Ann Sliwa, Co-Chair  
 Tracy Driscoll  
 Sarah Santos  
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<b>DPL TRUSTEES</b>	
<b>LIBRARY DIRECTOR SCREENING COMMITTEE MEETING</b>	
<b>EXECUTIVE SESSION MINUTES</b>	
<b>JUNE 24, 2019, NEWBRIDGE ON THE CHARLES, 6:30PM</b>	
<b>MEETING CALLED BY</b>	Screening Committee, BLT Dedham
<b>TYPE OF MEETING</b>	Discussion Meeting, Executive Session, Discussion Meeting
<b>CHAIRMAN</b>	Tracy Driscoll
<b>SECRETARY</b>	Mary Ann Sliwa
<b>ATTENDEES</b>	Lauren Bailey, Tracy Driscoll, Chuck Flaherty, Matthew McGuire, Richard Pierce, Janet Reynolds, Rosemarie Shrewsbury, and Mary Ann Sliwa
<b>PUBLIC ATTENDEES</b>	none

The June 24, 2019 meeting of the Dedham Board of Library Trustees Director Screening Committee was called to order at 6:33 pm by Chair, Ms. Driscoll.

**Public Input:**

None.

**Meeting Items:**

Introductions were made by Ms. Driscoll.

## **Executive Session:**

At 6:35 pm Ms. Driscoll asked for a motion to go into Executive Session as the Co-Chairs of the Board of Library Trustees, Ms. Connolly and Ms. Sliwa, have stated that an open meeting would be detrimental to obtaining qualified candidates. A motion to go into Executive Session under Exemption 8 of the Open Meeting Law (G.L. c.30A, §21(a)(2)) to consider applicants for employment or appointment by a preliminary screening committee was made by Mr. Pierce and seconded by Ms. Reynolds.

A roll call vote was taken: Mr. McGuire-yes; Mr. Pierce-yes; Ms. Shrewsbury-yes; Ms. Bailey-yes; Ms. Reynolds-yes; Ms. Sliwa- yes; Ms. Driscoll- yes. Mr. Flaherty is a non-voting member of the Search Committee.

The Committee entered Executive Session at 6:35 pm.

Ms. Driscoll noted the Committee would reconvene in Open Session at the end of the meeting. She asked for a volunteer to be secretary; Ms. Sliwa responded positively.

## **Review relevant documents:**

Mr. Flaherty reviewed the Charge to the Committee and noted the benefit gained from the perspectives at the table. He stated the Screening Committee received all the applicants as all met the minimum requirements for the position. He noted the charge is to recommend 3-5 to the Board for the final interviews.

He then talked about the Job Description briefly. He noted the Most Important Qualities are the guidelines that the Board is asking the Screening Committee to use to determine which candidates are the best.

Ms. Driscoll noted that the candidates will be identified as #1, #2 in the minutes and that all candidates will be asked the same questions at the Screening Committee interviews.

## **Guidelines for the Committee:**

Ms. Bailey went over the Do's and Don'ts of interviewing. She emphasized that you do not make note of any don'ts that the candidate offers, and you do not follow these up with any questions.

Ms. Bailey stated you do not write on cover letters nor resumes. Mr. Flaherty noted these are protections in case there is a complaint about the selection process.

Ms. Bailey repeated that we will ask the same questions of all candidates to make it a fair and equitable process. A follow up question for clarification is okay.

Mr. Flaherty expressed his opinion that some of the better candidates have unique work histories.

Ms. Bailey recommended allowing the candidate to explain. If they don't, Ms. Bailey will follow up; she stated that you should not make note of the explanation on the evaluation form.

She talked about confidentiality. Do not make your own reference check; it disrupts the process and leaves us open to a claim.

Ms. Driscoll noted that the Screening Committee members don't discuss any of the resumes, the number of resumes, and follow Open Meeting law guidelines. She spoke of the jeopardy that this would put the candidates in, perhaps risking their current employment.

Mr. Flaherty proposed the committee follow the Yes, Maybe, No system in the preliminary ranking of the candidates.

Ms. Driscoll noted that Skype or other forms of electronic interviews may be conducted with the out-of-state candidates.

Ms. Driscoll led a discussion of the Interview Questions. She recommended eliminating an awkward self-ranking question, adding union negotiations to a question, and adding questions about communication.

Ms. Shrewsbury shared these questions: "Describe your perfect boss." "Tell me what's your biggest success."

Ms. Sliwa posed the question if the interview will have all behavioral interviewing questions.

Ms. Bailey added a phrase to get at how the candidates got buy in, and from whom, in their communications.

Other modifications to the questions were discussed. Ms. Bailey will draft the new questions and get them out to the committee via the chair.

Ms. Sliwa noted that the candidates had been asked for a writing sample in the past. A discussion ensued regarding providing a prompt versus using a real sample. An agreement was reached to use an actual writing sample.

#### **Review applications and select candidates to be interviewed:**

Ms. Driscoll provided a chart and the rankings were tallied. Candidates were then reviewed one-by-one.

Three top candidates were chosen with two additional strong candidates and a sixth person to call if any of the first five declined.

#### **Discuss and agree upon dates for interviews:**

It was determined that the committee will meet to conduct interviews on Monday, July 8 from 4:00 - 6:30 pm; Monday, July 15 from 5:30 – 9:30 pm; Tuesday, July 16 from 8-10 am; and Friday, July 19 from 8-10 am.

Mr. Pierce asked if he could ask an individual question of the candidates in relationship to Friends groups. Ms. Bailey will add this to an existing question. It was reiterated that all candidates will be asked the same questions.

A motion to come out of Executive Session and move back to Open Meeting was made by Mr. Pierce at 9:04 pm and seconded by Ms. Shrewsbury.

A roll call vote was taken: Mr. McGuire-yes; Mr. Pierce-yes; Ms. Shrewsbury-yes; Ms. Bailey-yes; Ms. Reynolds-yes; Ms. Sliwa- yes; Ms. Driscoll- yes. Mr. Flaherty is a non-voting member of the Search Committee.

A motion to adjourn the open meeting was made at 9:05 pm by Mr. Pierce and seconded by Ms. Shrewsbury. All voted in favor.

Respectfully submitted,

Mary Ann Sliwa