



Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

Monika Wilkinson, Chair
 Margaret Connolly, Vice Chair
 Tracy Driscoll
 Sarah Santos
 Mary Ann Sliwa

DPL TRUSTEES LIBRARY DIRECTOR SCREENING COMMITTEE MEETING OPEN SESSION MINUTES JUNE 16, 2016, NEWBRIDGE ON THE CHARLES, 5:30PM	
MEETING CALLED BY	Screening Committee, BLT Dedham
TYPE OF MEETING	Discussion Session
CHAIRMAN	Tracy Driscoll
SECRETARY	Mary Ann Sliwa
ATTENDEES	Susan Carney, Laura Connell, Tracy Driscoll, Chuck Flaherty, Miriam Johnson, Liz Reed, Janet Reynolds, Mary Ann Sliwa
PUBLIC ATTENDEES	none

The June 16, 2016 meeting of the Dedham Board of Library Trustees Director Screening Committee was called to order at 5:16pm by Chair, Ms. Driscoll.

Public Input:

None.

Meeting Items:

Executive Session:

At 5:16pm Ms. Driscoll asked for a motion to go into Executive Session as 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 Ms. Reed and seconded by Ms. Johnson.

A roll call vote was taken: Ms. Reynolds- yes; Ms. Carney- yes; Ms. Reed- yes; Ms. Connell- yes; Ms. Johnson- yes; Ms. Sliwa- yes; Ms. Driscoll- yes. Mr. Flaherty is a non-voting member of the Search Committee.

The committee will reconvene in open session for the purpose of adjournment.

The Committee entered Executive Session at 5:17pm.

The committee reconvened in open session at 8:45pm. A motion to adjourn was made by Ms. Driscoll and seconded by Ms. Reed. The vote was unanimous.

The meeting adjourned at 8:45 PM

Respectfully submitted,

Mary Ann Sliwa

Documents:

Agenda
Questions for Screening Committee Interviews



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MEETING CALLED BY	Screening Committee, BLT Dedham
TYPE OF MEETING	Executive Session
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SECRETARY	Mary Ann Sliwa
ATTENDEES	Susan Carney, Laura Connell, Tracy Driscoll, Chuck Flaherty, Miriam Johnson, Liz Reed, Janet Reynolds, Mary Ann Sliwa
PUBLIC ATTENDEES	none

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The committee will reconvene in open session for the purpose of adjournment.

The Committee entered Executive Session at 5:17pm.

Selection Committee Process:

Ms. Driscoll explained that the Selection Committee would convene with a quorum of at least four members when an individual has been hired as Library Director. At that time the minutes will be voted on and the committee will be dismissed. This is per advice of the Town Clerk obtained by Ms. Sliwa. Should committee members wish to change any portion of the minutes prior, they are advised to contact Ms. Sliwa individually.

Candidate Selection Process:

Candidate A did not respond to a second offer for a videoconferencing interview.

Candidate F took a job in Delaware.

Candidate D began the interview at 5:30pm. Candidate D responded to each of the questions asked. The interview with Candidate D ended at 6:26pm.

The Selection Committee discussed the qualities that the Board of Library Trustees and citizens of Dedham are looking for in a candidate for the Library Director position. The committee talked about the definition of a visionary leader.

Candidate E began the interview at 6:45pm. Candidate E responded to each of the questions asked. The interview with Candidate E ended at 7:55pm.

Mr. Flaherty joined the committee as a non-voting member at 7:55pm.

The Selection Committee had a discussion of candidates C, D, and E. First they were discussed as individuals with strengths and concerns. Next there was a conversation about how many candidates to send to the public Library Board of Trustees interviews.

Manager versus leader was discussed in terms of the best approach for the Dedham Public Library.

Mr. Flaherty talked about reference checks which he will be doing with Ms. Sliwa prior to the Board of Library Trustee interviews.

The candidate(s) will also do a presentation: "The library is given \$10,000 to initiate any program or service not currently offered in Dedham. Make a 5 minute presentation informing the Board of how you want to spend the money, why, and how the project will be sustained moving forward."

A motion to send Candidates D and E to the Board of Library Trustees was made by Ms. Carney. Ms. Johnson seconded. All voted in favor.

A motion to reconvene in Open Session was made by Ms. Johnson at 8:45pm. Ms. Sliwa seconded.

A roll call vote was taken: Ms. Reynolds- yes; Ms. Carney- yes; Ms. Reed- yes; Ms. Connell- yes; Ms. Johnson- yes; Ms. Sliwa- yes; Ms. Driscoll- yes.

Executive Session ended at 8:45pm.

Respectfully submitted,

Mary Ann Sliwa

Documents:

Agenda

Questions for Candidates



TOWN OF DEDHAM

MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

Board or Committee:	Board of Library Trustees, Library Director Screening Committee
Location:	New Bridge on the Charles Community Center, 5000 Great Meadow Road, Dedham, MA
Day, Date, Time:	Monday, June 13, 2016, 5:30pm and Thursday, June 16, 2016
Submitted By:	Tracy Driscoll, Chair, Screening Committee
Date:	June 9, 2016

AGENDA:

Call to order
Public Input

Executive Session under Exemption 8 of the Open Meeting Law (G.L. c30A, s 21(a)(2)) to interview applicants for employment or appointment by a preliminary screening committee.

Old/New Business*

Next Meeting: To Be Determined

**This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the Public Comment period by other members of the Committee, by staff or others.*

QUESTIONS FOR SCREENING COMMITTEE (Goal is to assess if candidates meet basic requirements primarily)

1. Please tell us why you are interested in this position? What aspect interests you the most?
2. Please tell us about staff you directed managed. How many? Unionized?
 - a. What was the most difficult personnel problem/situation you managed? How was it resolved? What would you do differently if you were to find yourself with the same circumstances today?
3. Have you ever reported directly to a governing Board? What were the challenges? If we were to speak with the last Board Chair, what would s/he say about your interactions with them?
4. Please tell us about your responsibilities in managing Library buildings? Have you ever consolidated services into one location? Have you ever managed a move to a new facility?
5. Please tell us about your marketing of Library services?
 - a. What were the results?
 - b. What would you do differently?
 - c. Please give us the details of how you used social media to market the library's services.
6. Have you ever personally written a grant proposal? Please give us the specifics.
7. Please give us some examples of how you led in your current/last position?
 - a. Can you give us a technology related leadership example?
 - b. Can you give us a new services leadership example?
 - c. Can you give us a leader of change example?
8. What is the size of your current budget?
 - a. How many times or years have you prepared the library budget and presented it for approval?
 - b. What have you done in the past when your budget was not approved as submitted?
9. From your experience, please tell us what is most challenging to you in running the library's operation?
10. Describe your level of expertise using a 1-10 scale with 10 being "expert."
 - Excel
 - Word
 - Social media
 - Change management
 - Collaboration with outside groups

Union negotiations

For candidates to submit at the time of first interview:

Please submit an example of a memo or letter (no more than 2 pages) addressed to the Trustees or other group explaining an issue that is before the group for their consideration.

For candidates to prepare for second interview:

Prepare 5 minute presentation recommending that the Trustees spend \$10,000 from State Aid Funds to implement a service, of their choosing, not currently offered by the DPL?

SOME QUESTIONS FOR LIBRARY BOARD OF TRUSTEES (Goal is to select the candidate that best meets the needs of the Library)

What project or initiative that you promoted had the greatest impact on your library in the past year?

Tell us about a difficult personnel issue that you resolved in the past few years?

What are the biggest challenges facing libraries today?

What have you done in the past year to counter these challenges?

What do you do now at your current library to foster staff development?

No one is perfect. If you accept this position, what could the Trustees or the Town do to support you (to help you succeed)?

Tell us about something you tried, or your library tried, that failed.

What did you learn from the experience?

Would you describe yourself more as a visionary, or a mechanic?

If strongly leaning one way or the other—how do you compensate?