



Dedham Public Library  
 43 Church Street  
 Dedham, MA 02026  
 781.751.9281

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

<b>DPL TRUSTEES          LIBRARY DIRECTOR SCREENING COMMITTEE MEETING          MINUTES</b>	
<b>JUNE 7, 2016, MAIN LIBRARY, 5:30PM</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>	Susan Carney, Laura Connell, Tracy Driscoll, Chuck Flaherty, Miriam Johnson, Liz Reed, Janet Reynolds, Mary Ann Sliwa
<b>PUBLIC ATTENDEES</b>	none

The June 7, 2016 meeting of the Dedham Board of Library Trustees Director Screening Committee was called to order at 5:45pm by Chair, Ms. Driscoll.

**Public Input:**

None.

**Meeting Items:**

**Minutes of May 3, 2016:**

Ms. Driscoll asked for comments on the minutes of May 3, 2016. Ms. Sliwa noted a spelling error. A motion was made by Ms. Connell to accept the minutes. Ms. Reynolds seconded. All voted in favor.

**Executive Session:**

At 5:48pm 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. Sliwa- yes; Ms. Reed- yes; Ms. Connell- yes; Ms. Reynolds- yes; Ms. Carney- yes; Ms. Johnson- yes; Ms. Driscoll- yes. Mr. Flaherty is a non-voting member of the Search Committee.

The Committee entered Executive Session at 5:50pm.

Ms. Driscoll noted the Committee would reconvene in Open Session at the end of the meeting.

A motion to move back to Open Session was made by Ms. Carney at 8:11pm. Ms. Reynolds seconded.

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

Executive Session ended at 8:12pm.

A motion to adjourn the Open Meeting was made by Ms. Johnson and seconded by Ms. Carney. All voted in favor. The meeting was adjourned at 8:13pm.

Respectfully submitted,

Mary Ann Sliwa

Documents:

## Agenda



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<b>DPL TRUSTEES        LIBRARY DIRECTOR SCREENING COMMITTEE MEETING        EXECUTIVE SESSION MINUTES        JUNE 7, 2016, MAIN LIBRARY, 5:30PM</b>	
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<b>PUBLIC ATTENDEES</b>	none

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Ms. Driscoll noted the Committee would reconvene in Open Session at the end of the meeting.

## **Candidate Selection Process:**

A discussion of how to begin ended with a checklist of each member naming their top 3 candidates. Ms. Johnson stated that although some candidates were currently unemployed, there can be good reasons for this, and we should not arbitrarily dismiss them, but instead ask questions.

Ms. Carney suggested each candidate be discussed with a brief explanation from Screening Committee members about the positives and negatives of the candidate.

Ms. Johnson suggested that a second category of candidates be taken out of the current discussion but not out of consideration for the position.

Minimum requirements were reviewed. Mr. Flaherty stated that the candidacies are confidential until the candidates are asked to interview with the Board of Library Trustees. Ms. Connell spoke of the need for a director who has drive, is not afraid to take risks, has good leadership skills, and a good relationship with the town and citizens of the town.

Six of the candidates were chosen to be interviewed by the Screening Committee. If, after the interviews, the Committee is not satisfied with the caliber of this group, it can decide to interview any of the remaining 26 applicants.

Members concluded that the Town of Dedham does not have a policy for paying for interview travel and overnight accommodations. Skype or Google Hangouts may be a way of conducting interviews.

Dates are reserved for interviewing: June 13, 16,21, and 23. Mr. Flaherty will contact the six selected candidates to arrange interviews. On Monday, June 13, 2016, the plan is to meet at Hebrew Senior Life, Newbridge on the Charles at 5:00pm. The candidates may be scheduled for 5:30pm-6:30pm, 6:45pm-7:45pm, and 8:00pm-9:00pm. Mr. Flaherty will greet the interviewees. He will not be present for the interviews. He is not a voting member of the committee. He will get their writing samples and discuss salary information.

Ms. Johnson spoke of the charge to see that the interviewees have the skills and experience to do the job. The Trustee final interviews are where the “match” or “fit” is determined between the candidates’ strengths and weaknesses and the needs of the Dedham Public Library.

Questions for the Screening Committee were drafted by Ms. Johnson. Comments on the questions were accepted. Ms. Sliwa asked for a question on community relations/community involvement. There will not be a numerical scale below the questions, but there will be room for taking notes. Any other suggestions for questions can be submitted to Ms. Johnson by email before 2pm on Thursday, June 9, 2016. She will then prepare the final list in consultation with Ms. Driscoll.

There will be 10 minutes allotted for the candidate to ask questions of the committee.

A motion to move back to Open Session was made by Ms. Carney at 8:11pm. Ms. Reynolds seconded.

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

Executive Session ended at 8:12pm.

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Respectfully submitted,

Mary Ann Sliwa

Documents:

Agenda  
Questions draft



TOWN OF DEDHAM

# MEETING NOTICE

POSTED:

TOWN CLERK

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

<b>Board or Committee:</b>	Board of Library Trustees, Library Director Screening Committee
<b>Location:</b>	Main Library
<b>Day, Date, Time:</b>	Tuesday, June 7, 2016 5:30 pm
<b>Submitted By:</b>	Tracy Driscoll, Chair, Screening Committee
<b>Date:</b>	June 2, 2016

## AGENDA:

Call to order

Public input

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.

Old/New Business\*

*\*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.*

DRAFT

6/6/16

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?