



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

DPL TRUSTEES LIBRARY DIRECTOR SCREENING COMMITTEE MEETING MINUTES MAY 3, 2016, MAIN LIBRARY, 6:00PM
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MEETING CALLED BY	Screening Committee, BLT Dedham
TYPE OF MEETING	Discussion Meeting
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 May 3, 2016 meeting of the Dedham Board of Library Trustees Director Screening Committee was called to order at 6:07pm by Chair, Ms. Driscoll.

Public Input:

None.

Meeting Items:

Welcome and Introduction of Committee Members:

Ms. Driscoll introduced each member. She and Mr. Flaherty then spoke of the Open Meeting law and how it applies to this process. Various ideas for the secretary were proposed. Ms. Sliwa will act as secretary.

Briefing by Human Resource Director:

Ms. Johnson reviewed how to prepare for the interview, interview procedures, and illegal interview questions. She also spoke about behavioral interviewing being the the most reliable.

Ms. Johnson spoke of taking notes during the interview. In her experience, it is helpful to distinguish amongst the candidates. All notes taken will be collected and kept on file.

Mr. Flaherty spoke of how the Open Meeting law pertains to the efforts of the Screening Committee, including outside of the meetings. He proposed communications through himself ONLY outside of meetings if necessary so that a quorum of committee members is NOT included in the communication. He reviewed that this includes email and phone/text communications.

Mr. Flaherty and Ms. Johnson will come up with potential candidate questions which they will send to the committee prior to the next meeting where they will be discussed. Ms. Johnson will draft a rating form to be used for each candidate.

Confidentiality of candidates' information and the screening process was then emphasized. Committee members should not discuss candidates outside of meetings.

Mr. Flaherty talked of the job listing, including an email to 57,000 American Library Association members, all Minuteman Library directors, a posting on the Town web site, and more.

Ms. Johnson will review all resumes as of June 1, 2016 and weed out the applicants that do not meet the minimum standards.

Screening Committee Charge:

Ms. Driscoll reviewed the document. Ms. Reed asked about the possibility of phone interviews. Ms. Johnson stated that if there were too many qualified candidates, or a candidate was from out of state, that may be an option for the first round. She also proposed using Skype.

Ms. Johnson questioned the wording: "recommend at least one and no more than four" candidates. She wanted clarification if there was not one good candidate. Mr. Flaherty stated that it was designed in case there was only one outstanding candidate, so that the committee would not need "straw figures" to meet the number to be recommended. Ms. Driscoll clarified that if there is not one good candidate the committee is not expected to recommend anyone.

Job Description:

The job description document was reviewed. Ms. Carney asked how it compared to the past job description. Ms. Johnson spoke of it as the foundation of understanding between the Town and the individual hired, listing expectations, tasks, and accountability. Mr. Flaherty clarified that the job posting is different. Ms. Driscoll stated the Library Director will have a contract.

Most Important Qualities:

The history of the document development was covered. Ms. Driscoll spoke of the need for possibly building a new library in the next ten years. She emphasized that the Director hired must be part of the community, collaborating with staff in order for this to happen.

Ms. Johnson expressed concerns regarding the “visionary” characteristic. Ms. Reynolds stated that the status quo is not acceptable. Ms. Carney wondered if we are enabling the status quo by quietly living within it. Discussion ensued.

Ms. Reynolds questioned how you judge a history of accomplishments. Mr. Flaherty responded that the question “What are you most proud of the in the last five years?” might get at this. He also wants the new hire to care about making Dedham Public Library a better place - to have a commitment to public service is critical.

Timeline:

Ms. Driscoll reviewed the time line. The posting is up for thirty days beginning April 29, 2016.

Mr. Flaherty brought up the concern of a Trustee that the applicants’ confidentiality is maintained. Ms. Johnson stated that email is more secure than paper.

A discussion of potential meeting dates and places ensued. Ms. Driscoll will find out the availability of the Endicott Estate.

A discussion of the applicants resumes forwarded by Ms. Johnson will be held on Tuesday, June 7 at 5:30pm at the Main Library.

Initials interviewing may begin on Tuesday and Thursday, June 21 and 23 at 5:30pm, 7:00pm, and 8:30pm as needed. A one hour interview was deemed sufficient for the first round of interviews.

Monday, June 13 at 5:30pm, 7:00pm, and 8:30pm was also reserved if there is an abundance of candidates to be interviewed.

A motion to adjourn was made by Ms. Johnson. Ms. Reynolds seconded. All voted in favor. The meeting was adjourned at 7:50pm.

Respectfully submitted,

Mary Ann Sliwa

Documents:

- Agenda
- Library Director Job Description
- Screening Committee Composition and Meeting Schedule
- Dedham Library Director Search Most Important Qualities
- Screening Committee Charge
- Timeline



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
Location:	Endicott Branch
Day, Date, Time:	Thursday, May 5, 2016, 7 pm
Submitted By:	Margaret Connolly, Vice Chair
Date:	May 3, 2016

AGENDA:

Call to Order

Reports - Joe Flanagan, Director of DPW
Screening Committee

Public Input

Action Items

Discussion and vote: Financial Report, April 2016

Discussion and vote: Minutes *March 31, 2016* and *April 7, 2016*

Discussion and vote: Complaint from Michael Chalifoux on 4/27/16 concerning an alleged violation of the Open Meeting Law - acknowledge receipt of complaint, consider possible responses thereto, and vote to resolve the same.

Interim Director's Report

Road Race Update

Old/New Business*

Review and vote to: Marketing Committee Meeting Minutes March 2014 – December 2014

Discussion: Flag Day and Dedham Civic Pride Spot

Possible Report on Franklin Square Parking Study

Executive Session, if necessary

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.*

Town of Dedham, Massachusetts Library Director Job Description

Position Title:	Library Director	Grade Level:	N.A.
Department:	Library	Date:	04/28/2016
Reports to:	Board of Trustees	FLSA Status:	Exempt

Statement of Duties:

The Library Director serves as administrator of the town's public library system. S/he is responsible for the implementation of library policies established by the Trustees and for leadership to improve public library services to the community. The Director performs managerial duties related to budget, collection development, building maintenance, library services, programming and personnel (including assisting the Town Manager and Human Resources Director in collective bargaining and grievance resolution).

Supervision Required:

The Director reports to the Trustees and interfaces regularly with the Town Manager. Working from policies and objectives given by the Trustees, the Director is responsible for establishing short and long-range objectives and meeting performance standards. The Director consults with the Trustees and/or Town Manager when clarification, interpretation, or exception to policy may be required. The Director formulates program goals and coordinates efforts between the library and other town departments. An annual review will be conducted by the Trustees.

Supervisory Responsibility:

The Director is responsible for leading and working collaboratively with staff to deliver quality services and programming. The Director formulates program goals. The Director is responsible for analyzing library operations, allocating available funds and staff, and reporting periodically on her/his achievements. The Director is responsible for the hiring and supervision of employees and coordination of all staff development and training activities. The Director is currently responsible for the supervision of fourteen (14) full time employees and five (5) part-time employees belonging to two separate unions.

Confidentiality:

In accordance with state law, the Director has regular access to the confidential information of the department, including, but not limited to, collective bargaining negotiations, union grievances, official personnel files, and patron records.

Accountability:

Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger public health/safety, and jeopardize programs.

Town of Dedham, Massachusetts

Library Director Job Description

Judgment:

Work is based on administrative or organizational policies, general principles, and legislation or directives that pertain to the public library. Extensive judgment and ingenuity is required to develop new or modify existing methods for accomplishing objectives.

Complexity:

The work consists of employing many different concepts. Assignments typically concern such matters as studying trends, assessing services, and recommending improvements.

Work Environment:

Work is performed in a public library setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but working conditions are generally pleasant.

Public Relations:

The Director serves as spokesperson for the library. The Director may be required to discuss controversial matters where tact is required.

Occupational Risk:

Risk exposure is similar to that found in a public library setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Leads the operation of the public library, to provide prompt, courteous customer service to patrons. Monitors all operations and delegates as needed. Handles complaints in accordance with policy.
2. Organizes, trains, assigns and evaluates personnel. Develops and trains staff for progressively more responsible experience. Plans continuing education for staff and Trustees. Maintains professional, respectful, and collaborative relationships with employees. Monitors trends in salaries and working conditions and suggests changes when appropriate.
3. Stays current with developments in the library field. Studies community and national trends, and evaluates their relation to the library. Recommends plans for library growth that include measurable goals and objectives.

Town of Dedham, Massachusetts Library Director Job Description

4. Advises, consults, and confers with Trustees, other library professionals, government officials, citizens and community groups regarding library services and operations.
5. Reviews usage data and input from library patrons to evaluate the library's collections, programs, and technological applications, and to allocate the budget and other resources accordingly.
6. Collaborates with local schools and community groups to better serve residents.
7. Keeps Trustees informed and recommends policies for the Trustees' consideration. Provides documentation when appropriate. Administers policies and maintains policy handbook; interprets policies to staff and public.
8. Provides an orientation for newly elected or appointed Trustees.
9. Prepares all needed library reports for local government, the MBLC, and other professional organizations. Helps prepare and present the library's annual operating budget to the Town Manager, Finance and Warrant Committee, and Town Meeting.
10. Actively seeks grants and prepares grant applications. Seeks gifts and other new sources of non-tax funding in support of library services and programs. Acknowledges gifts of money and library materials.
11. Oversees the repair, maintenance, and operation of the library's physical plant, including surrounding grounds.
12. Markets and promotes the library through various media including newspapers, online sources, social media, and public speaking.
13. Supports efforts of the Friends of the Library, Dedham Library Innovation Team, and other community organizations in their support of library services and operations.
14. Remains familiar with all local, state, and federal laws and regulations that affect public libraries. Maintains accreditation standards set by the Massachusetts Board of Library Commissioners, to the best of his/her ability.

Town of Dedham, Massachusetts Library Director Job Description

Recommended Minimum Qualifications:

Education and Experience:

Must have a Master's Degree in Library Science from an accredited ALA certified institution; three years of progressively responsible experience in a public library including at least one year in a supervisory capacity, preferably in a union environment; a documented history of accomplishment; experience developing and managing a budget; or an equivalent combination of education and experience upon approval of the Board of Trustees.

Special Requirements:

A candidate for this position must have a Certificate of Librarianship from the State Library Board of Commissioners or the ability to obtain one immediately.

Knowledge, Abilities and Skill

Knowledge:

Thorough knowledge of the principles and practices of professional library services and the organization and management of library operations. Demonstrated knowledge of current electronic media and technology for use in developing, promoting, presenting and evaluating library programs and services. Knowledge of administrative and supervisory practices and techniques include budgetary and personnel management, as well as facilities management.

Abilities:

Proven ability to establish and maintain effective working relationships with library staff, Trustees, and town departments; demonstrated ability to manage library operations, implement policies and programs, and communicate effectively in writing and orally to individuals and large groups. Ability to envision, lead, and advocate for the library. Ability to maintain composure in stressful work situations.

Skills:

Skills in leadership, motivation, relationship building, staff development, customer service, and community-centered program/service development. Articulate, tactful, professional communication skills and strong interpersonal skills are required. Demonstrated proficiency in the effective use of new technologies and social media in support of library services. Skill in pursuing and administering grants would be helpful. Proficient organizational and planning skills, as well as a broad interest in learning and literature.

Town of Dedham, Massachusetts Library Director Job Description

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as library books, equipment, photocopy, and computer paper.

Motor Skills:

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer or library equipment.

Visual Skills:

The Director is required to routinely read documents/ reports for analysis and understanding. The Director is not regularly required to determine color differences.

Other Requirements:

Must be able to attend evening and weekend programs and meetings of various boards and groups.

**SCREENING COMMITTEE
COMPOSITION
AND
MEETING SCHEDULE**

Composition of the Committee:

Chaired by BLT Chair, or her designee

One additional Library Trustee, appointed by Chair

Town Manager's designee, Human Resources Director

One representative from Friends, DLIT, or comparable community group

One representative from the community

One representative of library staff, appointed by Chair

One representative from the Finance and Warrant Committee

Possible meeting schedule:

Early May Organizational meeting—review committee charge, meeting schedule, and review candidate profile and job description

Early June Meeting to determine who will be interviewed

Mid-late June 2-4 meetings, at least one hour per candidate, anticipate 4-6 interviews, over 2-3 days

Late June Final meeting to rank finalists, make recommendation to BLT

Total of 6-8 meetings, depending on pool of applicants

Approved by BLT: 04/28/16

Dedham Library Director Search
Most Important Qualities

Personal

A leader

Motivated, energetic, someone who can inspire library staff and patrons

Flexibility—open to new ideas

Strong customer service skills

Approachable---Interacts well with others, a collaborative style

A visionary--someone who is innovative and forward thinking, willing to take reasonable risks

Ability to engage stakeholders and build relationships within the library and across the community

Technical

Prior financial and personnel management experience

Outstanding communicator, written and oral—someone who listens and values others' opinions

Demonstrates high level of library administrative competence—history of accomplishment

Proficient in the effective use of new technologies and social media in support of library programs and services

Analytical—able to synthesize and prioritize information

Ability to serve as a strong advocate of libraries in the community

A good understanding of their current ILS and a willingness to learn if not familiar with ours.

Approved by BLT: 042816

SCREENING COMMITTEE CHARGE

The Board of Trustees of the Dedham Public Library seeks to provide quality library service to the citizens of Dedham. The Trustees believe that the development of quality service will be aided by the selection of a highly qualified library director. This individual will assist the library in attaining its goals.

To obtain community input in this selection, the Trustees are appointing a Screening Committee comprised of representatives from the community, library staff and the Board of Trustees.

The Chairperson of the Board of Trustees shall either chair or appoint a chair to the Screening Committee, who will serve until the committee is dissolved.

The committee will hold an organizational meeting, at which a schedule for subsequent meetings and interviews will be agreed to. Given the importance of this process, it is most important that all committee members be present for all meetings and interviews.

A representative from the Town of Dedham Human Resources Department will brief the committee regarding relevant policies and requirements that will govern this selection process.

The Selection Committee is charged with the following duties:

- Study the job description and other documents prepared by the Board of Trustees.
- Review all applications meeting the minimum qualifications.
- Conduct all preliminary interviews of those applicants, who show the most potential for fulfilling the job description, and the Trustees list of important qualities.
- Recommend at least one, but no more than four, finalists to the Board of Trustees for the final decision.

All meetings must start in open session. Interviews may be held in Executive Session. Minutes will be kept of all meetings. Every effort will be made to protect the confidentiality of the process to the extent allowed under the law.

The Screening Committee should keep the Board of Trustees apprised of its progress at monthly Board meetings.

DRAFT--03/23/16 04/27/16

APPROVED: 04/28/16