



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

DPL TRUSTEES MEETING MINUTES	
APRIL 28, 2016, ENDICOTT BRANCH LIBRARY, 7:00PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Chuck Flaherty
PUBLIC ATTENDEES	Michael Chalifoux

The April 28, 2016 meeting of the Dedham Library Board of Trustees was called to order at 7:02pm by Chair, Ms. Wilkinson.

Public Input:

Mr. Chalifoux asked about a 4th Open Meeting Law complaint, the job description or contract of the Interim Director, when the discussion will begin with the staff and union regarding the increase in town population impact on funding, and the relation to the ERIS report along with whether the waiver ends in the calendar or fiscal year 2016. The Chair indicated that these topics would be listed on the agenda of an upcoming meeting.

Minutes:

A motion to accept the March 10, 2016 minutes was made by Ms. Driscoll. Ms. Connolly seconded. Monika Wilkinson abstained due to absence. Ms. Driscoll, Ms. Connolly, Ms. Santos, and Ms. Sliwa voted to accept the minutes.

Discussion of the March 23, 2016 minutes with edits occurred. A motion to accept the March 23, 2016 minutes with the edits was made by Sarah Santos. Ms. Driscoll seconded. All voted in favor to accept the minutes.

Director Hire:

Library Director Job Description document (attached) was reviewed with minor edits. It is noted that Miriam Johnson, Human Resources Director, Town of Dedham, has reviewed and contributed to the job description. A motion to accept the Library Director Job Description with edits was made by Ms. Wilkinson. Ms. Connolly seconded. All voted to accept this document.

Director Search documents were reviewed as a packet including the Screening Committee Composition and Meeting Schedule, Dedham Library Director Search Most Important Qualities, Screening Committee Charge, and Timeline.

Minor edits were discussed. The Library Staff had another opportunity for input at the staff meeting of April 21, 2016 attended by Ms. Driscoll and Ms. Santos. The Interim Director and Trustees appreciated the staff's openness, and their ideas were integrated into the Dedham Library Director Search Most Important Qualities document discussed tonight.

Mr. Flaherty will advertise the job on April 29, 2016 in several locations. It will be emailed to the 57,000 American Library Association members, and the listing will be up for 30 days. It is open until filled, and applications will be considered on June 1, 2016.

A motion to accept the Director Hire packet with edits was made by Ms. Driscoll. Ms. Santos seconded. All voted in favor to accept the packet.

The Search Committee was named by Ms. Wilkinson. Ms. Driscoll is her appointee to Chair the Committee; she also appointed Ms. Sliwa; the Town Manager has designated Ms. Johnson, Human Resource Director as his appointee; Ms. Wilkinson also appointed Ms. Janet Reynolds as a representative of the library support groups, Ms. Liz Reed as the community representative, and Ms. Laura Connell as the staff representative. Ms. Susan Carney has been appointed by Mr. John Heffernan to represent the Town Finance and Warrant Committee.

Their first meeting will be held on Tuesday, May 3, 2016 at 6:00PM at the Main Library.

Ms. Driscoll updated the Board about the upcoming Franklin Square Parking public hearings that she and Ms. Santos plan to attend.

The board set the next meeting as Thursday, May 5, 2016 at 7PM at the Endicott Library. It will be the monthly meeting and an opportunity to respond to the Open Meeting Law complaint.

A motion to adjourn was made by Ms. Driscoll. Ms. Santos seconded. All voted in favor. The meeting was adjourned at 7:55PM.

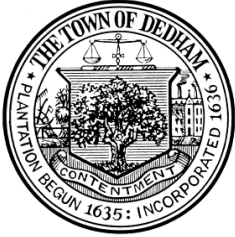
Respectfully submitted,

Mary Ann Sliwa

Attachments:

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, April 28, 2016, 7 pm
Submitted By:	Monika Wilkinson, Chair
Date:	April 26, 2016

AGENDA:

Call to order
Public Input

Action Items

Discussion and vote: Minutes *March 10, 2016* and *March 23, 2016*

Discussion and vote: Revision of Job Description for Library Director

Discussion and vote: Director Search documents

Old/New Business*

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 thirteen (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.

Judgment:

Town of Dedham, Massachusetts Library Director Job Description

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.
4. Advises, consults, and confers with Trustees, other library professionals, government

Town of Dedham, Massachusetts Library Director Job Description

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.

Recommended Minimum Qualifications:

Education and Experience:

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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 organization and planning skills, as well as a broad interest in learning and literature.

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

Town of Dedham, Massachusetts Library Director Job Description

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

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.

Draft 4/12/16, 04/27/16

TIMELINE

APRIL

Board adopts final plan

Screening Committee is appointed

Meeting with staff to gain input

Job posting/advertisements and related materials are developed

MAY

Orientation meeting of Screening Committee, review charge, meeting schedule, job description, and list of important qualities sought

Applications are received for minimum of 30 days

JUNE

HR Director screens out applicants not meeting stated minimum qualifications

Screening Committee begins review process

Screening Committee holds initial interviews

Screening Committee conveys report/recommendations to Trustees

JULY

Finalists are interviewed by Trustees

Decision is made by Trustees

AUGUST

Transition and orientation of new Director.

CF edits: 04/04/16 04/27/16

Approved: 04/07/16