



Dedham Public Library  
 43 Church Street  
 Dedham, MA 02026  
 781.751.9281

Monika Wilkinson, Chair  
 Margaret Connolly  
 Tracy Driscoll  
 Sarah Santos  
 MaryAnn Sliwa

| <b>DPL TRUSTEES MEETING MINUTES</b>            |  |
|--|--|
| <b>APRIL 7, 2016, ENDICOTT LIBRARY, 7:00PM</b> |  |
| <b>MEETING CALLED BY</b>                       | DPL Trustees   |
| <b>TYPE OF MEETING</b>                         | Discussion Meeting   |
| <b>CHAIRMAN</b>                                | Monika Wilkinson   |
| <b>SECRETARY</b>                               | Sarah Santos   |
| <b>ATTENDEES</b>                               | Tracy Driscoll, Monika Wilkinson, Chuck Flaherty<br>Margaret Connolly, Sarah Santos, MaryAnn Sliwa |
| <b>PUBLIC ATTENDEES</b>                        |  |

The April 7, 2016 meeting of the Dedham Library Board of Trustees was called to order at 7:06pm by Chair, Monika Wilkinson.

**1. Public Input:**

No Public Input

**2. Minutes:**

A motion to accept the February 4, 2016 minutes was made by Ms. Sliwa. Ms. Driscoll seconded. All voted in favor to accept the minutes.

A motion to accept the February 19, 2016 minutes was made by Ms. Wilkinson. Ms. Driscoll seconded. All voted in favor to accept the minutes.

A motion to accept the March 3, 2016 minutes was made by Ms. Sliwa. Ms. Connolly seconded. Ms. Santos and Ms. Driscoll voted to accept the minutes. Ms. Wilkinson abstained.

### 3. Discussion and Vote:

Discussion of screening committee. Mr. Flaherty would prefer not to be appointed to the committee. He is available as an advisor.

Ms. Wilkinson will compose an email to each committee member with dates of meetings.

Ms. Wilkinson made a motion to accept the Composition of Screening Committee with updates in document attached. Ms. Sliwa seconded. All voted in favor.

Ms. Driscoll made a motion to accept the Timeline with updates in document attached.

Ms. Sliwa seconded. All voted in favor.

Discussion about Committee Charge. Mr. Flaherty recommended to change wording of at least one but no more than four finalists. Added is the job of the screening committee.

Ms. Connolly made a motion to accept the Committee Charge with updates in document attached. Ms. Driscoll seconded. All voted in favor.

### 4. Old/New Business:

Mr. Flaherty has a meeting with Dedham Public Works on April, 12, 2016.

Ms. Connolly and Ms. Wilkinson will meet with Mr. Flaherty on April 12, 2016 to discuss qualities of the new Director.

Ms. Santos and Ms. Driscoll will join the staff meeting on April 21, 2016 to hear their comments.

Ms. Sliwa and Ms. Driscoll will meet with Mr. Flaherty on April 21, 2016 to discuss the job description.

Ms. Connolly will fill in where needed after election results.

Discussion about reaching out to form the screening committee. Mr. Flaherty will write to the staff. Ms. Driscoll will write to Jeanette Evans from The Friends of Dedham Public Library.

The Trustees and Mr. Flaherty will all attend the Open Meeting Law meeting held at the Town Hall on April 27, 2016.

### 5. Action Items:

| Action Item                             | Person       | Date Due |
|---|--------------|----------|
| Review Meeting Room Policy              | Mr. Flaherty | May      |
| Update about signed contract with Cohen | Mr. Flaherty | May      |

|                 |              |     |
|-----------------|--------------|-----|
| Update from DPW | Mr. Flaherty | May |
|-----------------|--------------|-----|

Ms. Wilkinson made a motion to adjourn the meeting. Ms. Santos seconded. The meeting was adjourned at 9:44pm. The next meeting is scheduled for Thursday, April 14, 2016 at 8:00am at the Main Library.

Respectfully submitted,

Sarah Santos

Attachments

Screening Committee Composition

Timeline

Committee Charge

# 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 for the Board of Trustees for the final decision, by deadline: "DATE".

All meetings must start in open session. Interviews may be held in Executive Session. Minutes must be kept of all meetings. One of the two Trustees on the committee will take the minutes.

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

DRAFT: 03/23/16

Approved: 04/07/16

# **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 or his designee

One representative from Friends, DLIT, or comparable community group

One representative from the community

One representative of library staff, appointed by Chair

Human Resources Director

## **Possible meeting schedule:**

|               |   |
|---------------|---|
| Late April    | Organizational meeting—review committee charge and meeting schedule                     |
| Early May     | Meeting to 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

03/31/16      Approved by BLT

04/07/16      Edits approved by BLT

# TIMELINE

## APRIL

Board adopts final plan

Screening Committee is appointed and holds orientation meeting

Possible meeting with staff to gain input

Job posting/advertisements and related materials are developed

## MAY

Meeting of Screening Committee to review job description and important qualities sought

Applications are received for minimum of 30 days

## JUNE

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

Approved: 04/07/16