

**BOARD OF LIBRARY TRUSTEES
MEETING OF AUGUST 6, 2009**

A regular meeting of the Board of Library Trustees was held at Southworth Library on August 6, 2009. Ms. Aisenberg called the meeting to order at 5:06 p.m. Mr. Pereira was absent. Also present were the following representatives of the Director Search Committee: Lynne Antunes, Sharani Robins, Dolly Sharek, and Paula Sitarz

BOARD MEMBERS

Kathryn Murphy Aisenberg, Chairman
Rachel Charrier, Vice Chairman
Chuck Bichsel

Lorraine Carey
Andrew Couto
Paul Pereira

STAFF

Dolores J. Tansey, Interim Director

Audrey Quail, Administrative Clerk

Approval of Minutes. A motion was made by Mr. Couto and seconded by Mr. Bichsel to approve the minutes of the meeting of June 10, 2009. There was a question as to whether there was an actual vote on the room renovation issue (page 3). Ms. Carey will review the tape.

Director Search Committee Update. This item was taken out of order in deference to the members present from the Director Search Committee.

Ms. Aisenberg described the process by which the Search Committee, meeting mostly weekly for four meetings, reviewed 20 job descriptions, parsed 1,000 bullet points, and arrived at the draft job description which had been distributed for review by the Trustees. She noted that she had contacted Maureen Killoran at the Massachusetts Board of Library Commissioners who vetted the document and found it very good.

Mr. Bichsel spoke to a draft job description he had prepared based on the committee's draft. He explained that at the beginning of the process he put together a draft to serve as a springboard for the committee. He said that he fully expected that draft to be revised and suggested that the current draft should also be subject to change. He would have preferred to have brought his concerns to the committee, but he feels strongly that the job description should be "rock solid" before going forward, noting that there could be legal ramifications if we were to change the job description midway through the job search.

Speaking on behalf of the staff members who serve on the Search Committee, Ms. Antunes said that the entire sub-committee participated in the drafting and stands behind the committee's job description. It is up to the trustees to accept, reject, or modify it.

Ms. Carey asked if Mr. Bichsel was presenting his draft as an alternative. Mr. Bichsel said he was submitting his draft as a resource. Ms. Carey noted that the committee's draft was a consensus document and it would be an insult to the committee if the trustees were to consider another document.

A motion was made by Ms. Carey, seconded by Mr. Couto, and unanimously voted to work tonight to improve the Search Committee's job description.

A motion was made by Mr. Bichsel and seconded by Mr. Couto to add computer skills to the draft.

A motion was made by Ms. Charrier and seconded by Mr. Couto to add "knowledge, ability, and skills" as a separate section in the draft.

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There was no dissent to these two motions.

Discussion turned to the summary portion of the job description.

A motion was made by Ms. Charrier, seconded by Mr. Bichsel, and unanimously voted to request that the committee revise the summary to describe the position rather than the person.

Ms. Aisenberg noted that the finalized job description will have to be sent to the Steelworkers' Union for review before it becomes official.

Director Search Committee, Phase Two. Ms. Aisenberg asked for a vote from the trustees in advance of Monday evening's Search Committee meeting to determine the number of rounds of interviews so that the Committee will know how many questions they should devise.

A motion was made by Ms. Charrier, seconded by Ms. Carey, and unanimously voted to request that the Committee prepare for three rounds of interviews: one would be for screening by the committee; the second would be for the trustees to interview the field recommended by the committee; and the third would be for the trustees to interview the finalists.

Report of the Financial Secretary for the period ending July 31, 2009. Ms. Tansey explained that the line item for substitutes has been impacted by the training of three new people.

Director's Report. Ms. Tansey reported that we have a senior aide working at Southworth through the auspices of Coastline Elderly. Ms. McCarthy is proving to be very pleasant and efficient.

Report of the Friends of Dartmouth Libraries. Ms. Aisenberg reported that the recent book sale went well. Ms. Carey has requested funding from the Friends to pay the performance rights for a six-week French film series to run from mid-October through Thanksgiving. Ms. Antunes has provided Ms. Carey with the website listing those films having licenses available for purchase. The material selection policy has been reviewed, and the purchase of audio books will revert back to the library once the Friends' agreement with Recorded Books has expired.

Correspondence from MBLC. Ms. Tansey reported that we are currently in the process of completing the ARIS information which is the first segment in our annual application for State Aid.

Approval of New Job Descriptions.

A motion was made by Mr. Bichsel, seconded by Ms. Charrier, and unanimously voted to approve the revised job description for Information Services Librarian, as modified to change "administration" to "supervisor."

A motion was made by Ms. Carey, seconded by Ms. Charrier, and unanimously voted to approve as submitted the revised job description for Senior Librarian. Ms. Tansey spoke to the need for an Assistant Director or at the least a Senior Librarian/Assistant Director who could fill in during the absence of the Director. This would of course require increased compensation.

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A motion was made by Mr. Couto, seconded by Ms. Carey, and unanimously voted to approve as submitted the revised job description for Library Associates. Mr. Bichsel suggested that we might want to add "lifting" to the physical requirements for the position.

A motion was made by Ms. Carey, seconded by Mr. Bichsel, and unanimously voted to approve the revised job description for Administrative Clerk/Computer Coordinator with the addition of "and/or" in the educational requirements.

Ms. Aisenberg noted that these job descriptions will be subject to review by the Dartmouth Town Employees Association.

All items under new business were deferred until the next regular meeting.

The next meeting will be held on Tuesday, August 11, 2009, at 5:00 p.m. to discuss the revised Library Director job description.

Today's meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk