

EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, September 26, 2013

1. CALL TO ORDER: The meeting was called to order at 11:00 a.m.
2. PRESENT: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Ed Harnett, Nan Balmer
3. NEW BUSINESS: The Trustees met to discuss the process of selecting a new Library Director. Using the "DIRECTOR SEARCH PROCESS " guidelines prepared by the Massachusetts Board of Library Commissioners the following recommendations are made:

ADVERTISEMENT:

Job Qualifications: Removal of the word public in two places in the first paragraph.

Job Advertisement: Expansion of the places the job will be posted. The Boston Globe, The New York Times, the CLAMS, SAILS, and MLS websites were among the new places suggested. Nan will look into the costs of the newspaper advertisements.

Timeline: Applicants should be given at least a month to send in applications.

THE SCREENING PROCESS:

The initial review of qualifications should be done by town employees and two Library Trustees.

The "screening" of the qualified candidates should be done by all the Trustees in an Executive Session along with a Town Administrator to determine those who will be interviewed.

The first round of interviews will be in an Executive Session of all the Trustees and a Town Administrator.

The final round of interviews should be a public meeting with all the Trustees and town representatives present.

OTHER: The Trustees will each work on the major challenges facing our Library (page 10 in the packet) and send their responses to Dave who will compile them. Also each Trustee was requested to pick 10 important questions from the lists on pages 19 to 21. Both topics will be discussed at the next regular meeting. Trustees were reminded that the RFPs will go out for bidding for the temporary library and that this is a legal process and should not be discussed publicly.

4. NEXT MEETING: The next regular meeting will be on October 12, 2013 at 8:30 a.m. at the Library.
5. ADJOURN: The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Norma Marcellino