

Library Director Search Committee

Thursday November 12, 2015 3:00 pm

Call to order at 3:02; All 5 members present: LAL Board of Trustees: Beth Burton, Ann McCann, Lee Thomas; Board of Selectman, Ed Watson; Community member, Mary Lou Costello.

A McCann made motion to approve minutes of 11/4/15 with typo of her name amended; E Watson seconded, unanimously approved.

B Burton set up gmail account for applications grovelandlibraryapplications@gmail.com and shared password with committee.

ML Costello presented and led discussion of consolidated and condensed Director Job Description; all reviewed, revised, and polished it. ; ML Costello to organize and bring final version to be brought to 11/27/15 meeting for approval and then to Personnel Director for all ADA/EOE additions.

Discussion of interview process for Interim Director;

Review process for other openings library staff search – committee determined that we were convened only for Director search, to include Interim and Permanent Director and no other staff openings. Other openings could be handled by Board of Trustees.

Motion to adjourn at 5:20 by B Burton, ML Costello seconded, unanimously approved.

Next meeting Friday November 27, 2015 11:00 am in Library Meeting room

Priority – hire Interim Director. Ad created for posting as soon as possible (attached below).

Respectfully submitted,

B Burton committee secretary

Interim Library Director Job Posting – November 2015

Langley-Adams Library Board of Trustees and Town of Groveland seeks an experienced Interim Library Director.

Interim Library Director will lead the library while the search committee interviews for and recommends for hire a full-time permanent Library Director. Interims are encouraged to apply for the full-time permanent Library Director position.

Responsibilities include but are not limited to the management and operation of all phases of the library (including maintaining the budget) and its program of services in accordance with policies established by the Library Board of Trustees. Supervise staff (2 FT [Adult and Youth Services], 3 PT library assistants, and 3 PT Pages [total 14 hours]) and hire to fill vacancies, as needed. Liaison to Massachusetts Board of Library Commissioners and Merrimack Valley Library Consortium. The director works in close cooperation with the board and is directly accountable to the board.

Required: BA/BS; previous experience as interim director or library director in public library.

Experience with Evergreen preferred.

Time frame: minimum of 3 months Hours: 30-37 hrs/wk

Hourly rate of pay is \$31.70/hr with benefits.

Resumes will be reviewed as received. Position open until filled. Preference given to Town of Groveland employees and residents.

Send letter of interest and resume to grovelandlibraryapplications@gmail.com AA/EOE.

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TOWN CLERK

2015 SEP -7 AM 9:06

TOWN OF GROVELAND