

**Goodwin Library Trustees
Meeting Minutes
October 6, 2014**

Present:

Claire Carlson
Alison Donta-Venman
Jo-Ann Konieczny, Vice-chair
Noel Kurtz
David Moskin
Caryn Perley, Chair

Meeting called to order: 5:15 PM

Recommendations from Screening Committee: The Library Director Search Screening Committee recommended three final candidates for the Trustees to interview tonight:

- Patrick Borezo
- Beverly Bullock
- Cynthia Bermudez

The Screening Committee has fulfilled its charge and has been dismissed. Their hard work is greatly appreciated.

Contract: draft Director Contract is still pending. David will continue to work on it for review at the October 14th Trustee meeting (if not sooner).

Interview Questions: The resume-specific question (formerly Question 15) will now become Question 12 for all candidates. The questions will all be asked in order clock-wise by the Trustees following a brief introduction by Caryn. Motion to approve the questions (as they appear below) passed unanimously.

Interviews:

- Patrick Borezo 5:30-6:15
- Beverly Bullock 6:30-7:15
- Cynthia Bermudez 7:30-8:15

Discussion: Trustees discussed pros and cons of each candidate at length. No immediate consensus was reached. Motion was made to re-interview Patrick Borezo and Cynthia Bermudez (passed unanimously). Caryn is to inform Beverly Bullock of the decision. New questions focused on areas of particular interest/concern will be drafted by Trustees and approved before next set of interviews. Interviews will take place instead of the scheduled Trustee meeting October 14th, 7:15 in the library.

Action Plan:

- David will finalize draft of Director Contract.

- Caryn will call Beverly Bullock and inform her of the current status of the search
- Caryn will schedule Patrick Borezo and Cynthia Bermudez for the October 14th Trustee meeting
- Trustees will forward draft questions to Caryn

Next Meeting: October 14, 7:15PM at the Library

Meeting adjourned: 9:45 PM

Minutes respectfully submitted for approval,
Alison Donta-Venman
Secretary of the Trustees

Votes

- *Motion to approve the draft interview questions passed 5-0*
- *Motion to re-interview Patrick Borezo and Cynthia Bermudez passed 6-0.*

Trustee Interview Questions

1. Why did you decide to apply for the position of Director of the Hadley town library?
2. Share your vision of the role that a public library ought to play in the life of a community like Hadley.
3. Describe your present and previous work experience and how it has prepared you for this position.
4. Describe some of the greatest problems and challenges facing public libraries today, particularly libraries of this size. What do you see as some of the answers?
5. How do you think libraries like this one will be different five years from now?
6. What would you do during your first month on the job?
7. Please tell us about your experience in budget planning and management.
8. Describe your background with developing collections and library services.
9. The Goodwin Library has been awarded the MBLC Planning and Design grant; how would you approach managing this grant opportunity? Describe your experience library planning and construction.
10. Describe your experience in grant-writing and tell us about any successful grant application you may have received.
11. Describe your management style, citing examples when it was successful and when it was not effective.
12. The Town of Hadley approved funding for library building improvements, such as replacing the main floor ceiling and lighting. What steps would you take to manage these building projects?
13. Please describe your vision of the effective functioning of the library's Board of Trustees. What should its relationship be to the work of the library Director, and vice versa?
14. What would you say we should know about you to work with you most successfully?

15. Resume specific question.

Borezo: "If we hire you as our Director, it will leave a vacancy in the staff. How would you use that opportunity to reshape the current staffing situation so that we have the best possible staff configuration possible for the Goodwin within the current budgetary limitations?"

Bullock: "There are a few gaps in your employment history including the current time period. Can you please tell us more about that?"

Bermudez: "Your prior experience has been in urban library settings. What do you think some of the challenges might be adapting to a smaller, rural library environment?"

Do you have any questions for the Trustees?

(If time): What else would you like to tell us about yourself – your skills, experiences, or interests – that you feel are important and that have not been covered by our questions so far?