

Board of Trustees of the Southborough Library  
**Minutes of Special Board Meeting**  
December 6, 2013

Chair Jane Smith called the meeting to order at 5:00 PM.

**Attendance:** Trustees Judy Budz, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith. Also present: Erika Alvarez and Chris Robbins. Absent: Trustees Nancy Mayo and Nicole De Bonet.

The purpose of this special meeting was to discuss the selection process for choosing a new director (Jane Cain's last day will be Dec. 31.)

Trustees finalized the two ads presented by Chair Smith, who will post them on four free Web sites – Massachusetts Board of Library Commissioners (MBLC), Simmons College, State of Rhode Island Office of Library and Information Services, and Southern Connecticut State University, Communication, Information & Library Science, as well as the American Library Association site (at a cost of roughly \$100). Vanessa Hale will post the ad on the Massachusetts Municipal Association site, and Library personnel will post on MLS listserv. The ads give a salary range of \$58,893 - \$78,296.

After much discussion, Trustees finalized the screening process. It was decided to involve more people than we have in the past. Chair Smith will ask Library staff to choose one staff person to represent them in this process, and will invite Russ Millholland, a member of the Personnel Board, to be involved, as well. Judy Budz and Margarite Landry will do the initial screening of candidates to make sure they meet the requirements, e.g., hold a MLS, and all Trustees and staff rep (and Mr. Millholland, assuming he accepts our invitation) will read all resumes of all qualified applicants, provide feedback every step of the way, be involved in creating interview questions, and attend all interviews. The final decision (formal vote) will be made by the six Trustees. It was decided that the finalists should spend the good part of a day at the Library when they come back for a second interview. All staff working that day will be asked for feedback.

A new Library Director description drafted by Chair Smith has been submitted to Town Administrator Mark Purple. He said he liked it and it will be discussed at a Personnel Board meeting tomorrow morning. The Chair and Ms. Budz will be attending, and will ask if the first round of interviews must be done in public session. Also on the agenda are pay raises for Heidi Lindsey, Pat Ellis, and Barbara Spiri. Heidi and Pat are being promoted to the position of Senior Library Assistant, approved at the Oct. 7 Special Town Meeting.

When asked, Erika Alvarez had no comment on the hiring process as she said she was unfamiliar with our environment. Chris Robbins, when asked to comment, noted that some interview processes are too rigid and seeking information beyond the references provided can be helpful. He also observed that asking behavioral questions (how the person would handle a problem) is useful.

The Chair noted that a document on the MBLC Web site, outlining the entire hiring process, provides lots of questions to ask, as well as a list of questions that should be avoided.

Trustees are committed to finding the best person for the job. While closing date for submitting resumes will be around January 8, search will not conclude until a good candidate is found. In the meantime, Children's Librarian Kim Ivers will be filling in as interim director. We are very grateful Ms. Ivers has agreed to do this. She has submitted payroll and payables before and has been reviewing the process with Director Cain.

Meeting adjourned at 6:30.

Next regularly scheduled meeting: Tuesday, Dec. 15, 2013, 6 p.m., at the Library.

Respectfully submitted by,

Richard Wallace, Trustee

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