

MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
April 12, 2011
6:30 p.m. at the Library

Agenda

Call to order

Old Business

- Librarian Search Process-map out process, finalize listing, places to list, discuss Director Job Description

Adjournment

Milton Library Trustee Meeting Minutes
Tuesday, April 12, 2011

Meeting called to order at 6:32 p.m.

Attendance

Jeanette Cavanaugh, Jen Dooley, Kathy Dulac, Elizabeth Howell, Gail Wixson, Tracey Hempstead, Fran Ferro

Job Description for Posting

Jen made a request for any edits, changes or comments to the job description. Kathy recommended that we change the description of the renovation project, as it currently reads, it sounds like it will still be underway in July.

Fran mentioned that there are only seven staff members. George is not a paid staff member. Tracey suggested edits to the first sentence.

Kathy made the comment that many of the mentions of the technical issues don't seem to be necessary to the job description, may be better topics to be discussed during an interview.

Kathy mentioned that the listing of the collaboration with the schools is actually her job, and that it would be preferable to her to mention collaborating with community organizations to provide outreach and continuity of services.

The question was asked: How much are we promoting technology as a job skill? Isn't the management piece just as relevant?

Fran says that we should ask for candidates that have an MLS. Jen disagrees. She gave examples of her coworkers that don't have MLS degrees that she believes are qualified from a technical perspective. Kathy said that we should state in the job description that we prefer someone with an MLS.

Tracey requested a rewording of the resume sentence to make it grammatically correct.

Should we give an end date for accepting applications? Yes, gives a call to action. Try May 15. That gives people one month to submit applications.

References: should we request letters or just names and phone numbers?
Requesting letters may slow down the process. Do we want the town application filled out as well? It's a 6-page document that asks how much weight you can lift.

Kathy wants the position filled before the Summer Reading Program starts.

Should the last bullet be first? It discusses leadership. Kathy requested that the first four bullets be combined. Jen thinks they should be separate. The first two have already been shorted. Can the other two be combined? No because they are two different things.

Fran said you could link to the full job description on the Milton Library site. Jen would rather put the entire job listing on the job search site.

Elizabeth asked if info should be included about the size of the town or the number of library patrons. Jen mentioned that it's easy enough to Google information about the town. Fran said that it would be easy enough to include a link to the town website. Elizabeth mentioned that the link would be a nice inclusion to inform out of state candidates or candidates from out of the area.

Last bullet was moved to the top. Bullets were grouped together based on topic areas and skills required. Kathy liked the result of having the last three bullet points being moved up.

It was discussed that we will tell candidates during interviews that it is a town regulation that there is a six month probationary period.

Places to post to the job listing.

Vermont Library Association – free listing

New England - New England Library Jobline is a free listing, hosted by Simmons College

American Library Association - \$85, we will do this later if we need to.

Job Description

Position is officially titled Librarian. Jen made a motion to change the title to Library Director and to change the Assistant Librarian title to Assistant Library Director/Children's Librarian. Jeannette seconds. All in favor. Motion passes.

Edits were made to the written job description to reflect edits made to the job description for posting.

Jen mentioned that she liked the suggested interview questions (Jumping off points for discussion) that were shared with us at the last meeting from Rob Geiszler.

Next meeting will be May 3 – at 6:30 p.m.

Goal will be to review resumes received to date. And to do normal meeting business.

Gail made a motion to change our permanent meeting time to 6:30 p.m. rather than 7:00 p.m. Tracey seconds. All in favor. Motion passes.

Future meeting: May 17 – at 6:30 p.m.

Our intention is to begin interviewing candidates as the resumes come in. It is likely that there will be additional trustee meetings as necessary to accommodate the search process.

Job interview process

How should we handle having one candidate interviewed by many different people? Kathy shared that when she participated as a community member in the hiring of the high school librarian, her comments and perspective went back to the hiring committee.

Kathy wants to put an ad in the Independent to look for interested community members to participate in the final interviews.

Format for candidate interviews: One or two trustees present, Librarian present, community member present?

Tracey made a motion that we put a letter in the Milton Independent for community members to apply to be on a search committee for the Library Director. Jen seconds. Jen, Gail and Tracey in favor. Jeanette and Elizabeth not in favor. Motion passes.

Jen will take care of putting the letter in the Independent. This letter will be published in the 4/27 issue of the Milton Independent. This letter will instruct interested people to drop a letter off in the library or send an email to Jen. The letter in the Independent will request interested parties to submit a short paragraph on why they would like to be considered.

Elizabeth made a motion to approve with the edits discussed, the job listing and the job description. Gail seconds. All in favor. Motion passes.

Tracey makes a motion to adjourn meeting. All in favor. Meeting adjourned at 8:59 p.m.

Written and submitted by Elizabeth Howell, secretary
Re-submitted with edits 5/11/11