**AGENDA**

1. **7:01 Call to Order.** Present: Tricia, Rocco, Jessi, Kathryn, Sue (remote), Jane (remote); Nicole; Dennis Sheehan, Donna Gaffey. Staff: Angela, Debbie
2. **Hiring a New Director; Interim director discussion; Hiring process; Search committee discussion.**

Dennis reported that he, Rocco, and Tricia met last week to discuss the hiring process. He recommends forming a search committee with a minority of trustees; possible other members. The search committee can meet partially in public and partially in executive session and can approve the job description, post the job, review applicants, and create an initial short list. Finalists names have to be made public.

Nicole said usually 1-2 trustees serve, and may work with a representative from HR, the Friends of the Library, and/or other town department heads. Nicole also said some towns hire a third party consultant to manage the process.

The trustees preferred to work through a search committee. Tricia noted that the MBLC provides a lot of resources.

Kathryn asked whether there is a budget for posting the position broadly; Dennis said there would be.

Tricia said the town’s draft job description (JD) is not very library specific. She will rewrite incorporating Nicole’s questionnaire about her job to have it parallel the assistant director (AD) JD the board recently approved.

Donna said there would be an announcement as well as the formal JD and that the announcement could include things that would not fit in the formal JD. Tricia requested an example of an announcement.

Sue asked whether the AD hiring process is on hold. Tricia said it would be at the pleasure of the board, but she recommended waiting until a new director is hired and can have input.

Rocco asked who would be on the search committee. Jessi said she would ask Cheryl Werlin from the Friends of the Library. Sue asked if staff would be included; Tricia asked about library liaisons on the Select Board and Finance and Advisory Board. Kathryn asked whether they could participate in the interview process without being on the search committee.

*Motion to appoint Jessi Killilea, Kathryn FitzGerald, Tricia DiPietro, and Cheryl Werlin to the search committee: Rocco; seconded: Jessi. Unanimous*

Tricia will work with Dennis and Donna to revise the JD and will send to the rest of the board for review and discussion at Monday’s meeting*.* Dennis noted that the meeting for Monday should include discussion of the job description, timeline, etc.

Tricia asked how an interim director would work. She would like a list of what would and would not be in the scope of responsibilities. She envisions a point person who would not be responsible for making major decisions. Tricia said Rachel Overbeck would be interested in serving as the interim director depending on scope of work and compensation, to be determined with Dennis.

*Motion to appoint Rachel Overbeck as the interim library director subject to agreement on scope of work and compensation between the town administrator and the library chair: Rocco; seconded: Jessi. Unanimous.*

1. **New / Other Business**

Angela spoke on behalf of staff who were disappointed there was not a remote option for public participation in this meeting.

Angela also raised the issue of staffing and noted that staffing levels are critically low. She requested additional information about the staffing subcommittee and its meetings. Jessi said that the subcommittee has only met once for informational purposes. Tricia stressed that the trustees are very aware of and concerned about the library staffing levels and but have been unsuccessful in requesting additional funding/positions beyond restoring the AD position. Dennis noted that the town could approve additional hours for staff beyond Rachel as the interim director to help cover gaps. Angela said that changes would need to go through the union.

1. **Next Meeting**. Monday, July 11 at 7 PM
2. **8:05 Adjournment**. Motion to adjourn: Rocco; seconded: Jessi. Unanimous.