

Wayland Free Public Library  
Library Director Screening Committee Meeting Minutes  
Wednesday, May 31<sup>st</sup>, 2023  
3:00 PM  
Wayland Town Building  
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Andy Moore, Meredith Tobe and Jennifer Harris (consultant)

Call to order at 3:05 PM

**Public Comment:** None

**Review and approval of meeting minutes: May 24, 2023:** A. Moore moved to approve the minutes with no changes. M. Tobe seconded the motion. The motion passed unanimously.

**Project Plan and Timeline:** J. Harris updated that she had conducted three interviews with staff members and two interviews with members of the Board of Trustees. She plans to spend at least two days at the library in the future, in order to interview more people in regards to their wishes for a director.

Regarding our next scheduled meeting on 6/14, A. Moore will not be able to attend in person, so the group discussed the logistics around setting up a zoom meeting within the open meeting format. The location of the next meeting is pending, but the meeting may be held in the Raytheon Room inside the library, if the space is available.

**Town Job Posting, Community Profile, update including: status, posting, locations:** A. Gennis gave an update detailing that the library director job posting is live on the Town HR website. This posting links to both the job description that was recently approved by the Personnel Board and to the Community Profile that was edited during the Committee's last meeting. A. Gennis thanked A. Moore for larger, higher quality photos for the Community Profile. A. Gennis also remarked that the job posting is also on MMA.org, Indeed and would be up on LinkedIn very soon. Also she mentioned that J. Harris had posted the job on MBLC.

**Surveying Staff and Trustees – update:** this portion of the agenda was covered in the Project Plan and Timeline section, so the committee moved on.

**Library Director qualities & skills, review and discuss wish list:** A. Gennis asked if the current list included comments from the staff and trustee interviews that have happened to date and J. Harris confirmed that it did include that information. A. Gennis requested that an item about learning the town bylaws be added to the list and J. Harris expanded upon that with "and respects local policies and procedures". A. Gennis asked how J. Harris envisioned this list being used and J. Harris clarified that it would be used to develop the interview evaluations so that we could ensure that the candidates were meeting the important features that the committee, library and trustees want in a director. J. Harris commented that if anyone has a particular evaluation matrix that they have used in the past and liked, to please email it to her so she can include it in her examples.

**Interview questions, discuss questions for several rounds:** J. Harris commented that the basic structure of the first round of interviews is that each of the committee members will be assigned a particular question to ask during each interview. The questions for each first round interview will be the same to maintain a fair process.

Questions were separated into two rounds, each question was discussed, and edits were made as needed. Some questions were moved to a different round and the order of the questions was altered. A. Gennis will take the edits and make a more refined draft of questions for final review at the next meeting.

**Interview Process, discussion procedures, evaluation, tools:** The committee agreed that due to time constraints, this discussion would be moved to the next meeting on 6/14.

**Questions/concerns and topics not reasonably anticipated by the Chair 48 hours in advance of the meeting:** Tasks to be done before the next meeting were discussed. A. Gennis will be finalizing the language of the two rounds of interview questions and sending J. Harris some evaluation tools. A. Conway, with the assistance of M. Tobe, would be ascertaining if the next meeting could be held in the Raytheon Room inside the library. A. Moore would set up a zoom link for the next meeting, should it be held in the library.

**Next meeting date: 6/14, 3:00PM, at Raytheon Room in Wayland Free Public Library**

**Adjourn at: 5:05pm:** A. Moore motioned to adjourn the meeting. L. Hart seconded. The committee voted unanimously to adjourn.