

Wayland Free Public Library  
Library Director Screening Committee Meeting Minutes  
Wednesday, June 14th, 2023  
3:00 PM  
Wayland Town Building  
41 Cochituate Road, Wayland, MA

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

Call to order at 3:05 PM

**Public Comment:** None

**Review and approval of meeting minutes: May 31, 2023:**

L. Hart moved to approve the minutes with no changes. M. Tobe seconded the motion. The motion passed unanimously.

**Project Plan and Timeline: update and discuss:**

J. Harris suggested that the committee needed to move forward on setting tentative interview dates. It was ultimately determined that the best effort would be made to hold interviews on 6/28-6/30, if possible. This would allow as many committee members to attend as possible. J. Harris clarified that the first round of interviews will be conducted by the committee and that there is potential that the committee will want to conduct a second round of interviews before giving their recommendations to the Board of Library Trustees. Trustees will conduct the final interviews.

**Town Job Posting, Community Profile, update including: status, posting:**

J. Harris updated the committee as to the funds spent toward the job posting and confirmed the reimbursement process with A. Gennis and A. Conway. The job opening was posted at the following sites: ALA, Black Caucus of ALA, Chinese American Librarians Association, REFORMA, We Here, Simmons University, Mass Diversity, Minority Professional Network, Minuteman, CLAMS, CW Mars, MBLC all-regions mailing list, LinkedIn and MMA.

**Surveying Staff and Trustees – update and discuss:**

J. Harris has met with two additional people on the library staff, including Director Sandy Raymond. She commented that she is getting familiar with what situations are important to library staff and that the staff seems to be very pleased that a consultant was brought on for the process. A. Conway confirmed that sentiment. J. Harris will be doing another full day of interviews with staff on Thursday, 6/15 and plans on continuing to interview Trustees and members of the Friends.

**Library Director qualities & skills, review and discuss updated list:**

J. Harris remarked that the wish list of qualities and skills in a library director is being updated as she continues to conduct interviews with staff, Trustees and Friends. She will continue to provide updates as more information is gathered.

**Interview questions, first, second rounds: review updated questions, discuss, possible vote:**

J. Harris took the committee through the revised interview questions and several questions were combined as a main question and a follow up question. The committee determined which questions would be included in a possible second round of interviews with the committee and a list of

recommended interview questions for Trustees was compiled. A. Conway motioned to recommend the list of questions as discussed to Trustees for consideration. M. Tobe seconded. The committee accepted the motion, 4 to 0.

**Interview Process discussion, possible votes:**

Scheduling efforts will be made to include all members in all interviews, the process for all interviews should be the same to ensure fairness for each candidate. In the event a member cannot attend one or more of the candidate interviews, members discussed whether that member should participate in the discussion about the candidates and vote on who to recommend to move forward in the process. After some discussion, L. Hart motioned that only members who attend all interviews may vote on whom to recommend to move forward and that all members will be part of discussion. M. Tobe seconded. The committee accepted the motion, 4 to 0. The committee will recommend the same process to Trustees for finalist interviews.

J. Harris presented several interview evaluation tools. The committee discussed the merits and disadvantages of each evaluation tool and possible edits to the tools. M. Tobe motioned to accept the interview evaluation form labeled "Evaluator Notes" and "Evaluation Tool 6.14.23" (a numerical rubric evaluation tool labeled 1-10) as evaluation tools for the committee interviews. A. Conway seconded. The committee accepted the motion, 4 to 0.

**Questions/concerns and topics not reasonably anticipated by the Chair 48 hours in advance of the meeting:**

There was none.

**Next meeting date: Monday 6/26, 10am-12pm at Town Building**

**Adjourn at: 5:10pm:** L. Hart motioned to adjourn the meeting. M. Tobe seconded. The committee voted unanimously to adjourn.

Submitted respectfully by Amy Conway

**Emails**

A. Gennis, 06.09.2023 - WFPL - LDSC agenda for Wed., June 14 at 3: p.m. - quorum check  
A. Conway, 06.12.2023 - Draft minutes of the Library Director Screening Committee meeting on  
J. Harris, 06.14.2023 - Documents for today's LDSC meeting at 3 p.m., Town Building  
J. Harris, 6.14.2023 - WFPL - LDSC evaluation tools

**Documents**

library\_director\_screening\_committee\_6.14.2023.pdf  
DRAFT Library Director Screening Committee Meeting Minutes 05.31.2023.docx  
WPL - Timeline - June final adjustment -Consultant Project 6.14.23.docx  
WFPL - Unacceptable questions 6.14.23.docx  
WFPL - Director Wish List 6.14.23.docx  
WFPL - Interview Questions 1st Round 6.14.23.docx  
WFPL Interview Questions - 2nd Round 6.14.23.docx  
finalist eval sheet 2016-17 wayland.doc  
Select Board Evaluation Tool - Town Manager Search 11.2022.pdf  
WFPL Evaluation Tool - Rating 6.14.23.docx