

Wayland Free Public Library
Library Director Screening Committee Meeting Minutes
Monday, June 26, 2023
10 am
Wayland Town Building
41 Cochituate Road, Wayland, MA

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

Call to order at 10 am.

No public comment.

L. Hart moved to approve the minutes of the 6/14/23 meeting with no changes. A. Conway seconded the motion. The motion passed unanimously.

J. Harris: The LDSC was going to do the first round of interviews next week, but agreed to hold them this week. J.Harris will call candidates after this meeting to schedule interviews, and will send a timeline to committee members. Job postings closed 6/19; we have received 19 applications. Staff survey is completed, all full-time employees have been interviewed, one longtime person, very part-time was not reached. Trustee interviews are almost completed, two are remaining. J. Harris will write a summary report of the results for the next library director and Trustees. There are many different responses from staff, which J. Harris considers successful. J. Harris will complete the director's qualities "wishlist" when the surveys are finished.

A. Gennis: has reserved the Select Board Meeting Room this Wednesday-Friday (6/28-30), 9:00 am-1:00 pm (extended time for added flexibility.) for candidate interviews. The IT department will be contacted for a Zoom set up. J. Harris will provide committee members with copies of the interview questions with questioners names attached. Interview questions were assigned to members.

Interview Questions for Library Director Candidates, by Screening Committee, 2023:

Introduction: Welcome the candidate, state process for the interview, and make intros around the table. Follow up questions may be asked where warranted.

1. Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?
2. How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?

3. How do you describe your management style?

[Follow up Q: can you give us an example of your management style in action?]

4. How would your colleagues describe your strengths and weaknesses?

5. Can you give us an example of a plan or project that you developed and implemented?
 6. What is your experience working within a Town's and Library Trustees' structure and policies?
 7. What in your work experience are you most proud of? Least satisfied with?
 8. Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict.
 9. What is your view of the library director's role in (a community like) Wayland?
 10. Do you have any questions for us?
 11. Is there anything else you would like to share with us?
- Closing: Candidate will be thanked, next steps stated, Consultant will be in touch.

At 10:15 a.m., A. Moore moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants and invited Jennifer Harris, Consultant to attend, also announcing the committee would adjourn directly from Executive Session and not return to open session.

Second: L. Hart

The meeting then went into Executive Session (10:15) after a unanimous roll call vote.
Vote 6-0: M.Tobe; Aye, L.Hart, Aye; A. Conway, Aye; A. Moore, Aye; V. LaFarge, Aye; A. Gennis, Aye.

Submitted respectfully by Andy Moore

Next meeting: Wednesday, June 28, 2023.

Documents for the meeting:

Agenda, Library_director_screening_committee_6.26.2023_revised
WFPL - Interview Questions for 1st Round 6.21.23

Emails for the meeting:

Email from AG, 6.22.23, WFPL - LDSC agenda June 26, 2023 @ 10 a.m.