

SEARCH COMMITTEE MINUTES

May 7, 2007

Present: Dan Waters, Leslie Baker, Linda Hearn, Hermine Hull, Virginia Jones, Paula Black, Mary Lu Keep, Janet Bank, Shelton Bank, Bea Phear

Dan called the meeting to order at 2:08 pm.

The minutes of the meeting of April were approved with revisions.

Comments and Suggestions from Visitors

Shelton Bank addressed the importance of “a sense of welcoming” in the library. He felt we should be looking for a Director who will greet patrons by name as they walk in the door and then be available to help in the selection of materials. Bea asked how we might test for that skill when selecting applicants. Shelton replied through the applicant’s background, references and initial interview. Leslie Baker had heard from Julia Mitchell who expressed a similar concern as well as a focus on book selection over technology. Sheldon also felt the new Director should be adept at delegating tasks to other staff members to be more available to help the public. Janet Bank would like the new Director to be pro CLAMS so that the library could join the network. Paula said this is currently in the works but that the CLAMS issue is complex and the issue is mainly cost. The Director would need to go to FINCOM to request the money and then after FINCOM approval, must go to Town Meeting for vote. Janet also reminded the committee that the library currently has no music but that it is available through CLAMS.

OLD BUSINESS

Progress Report on Search

Hermine reported that there are eight responses from off island.

Progress On Job Description

Linda reported that she has put all our suggestions into the job description. It will be final when she and Hermine take it for the approval from the Personnel Board.

Help from SEMLS

Hermine will be meeting with Cheryl Bryan on May 8 to discuss help from SEMLS in hiring procedures. Bea suggested, as a way to improve the overall consistency of results a possible training workshop for committee members. Hermine said Jack Collins would provide us with some questions for the finalists. He also suggested we hire a private investigator in the finalists’ hometowns.

Letter to Respondents

Ginny presented a draft of the letter to respondents. Ginny will revise the draft to include everyone's suggested revisions. Dan suggested we include in the packet to candidates the following materials: Town Report, job description, map, ferry schedule, simplified timeline, copies of the Times, Gazette and Broadside. Dan asked if we need a second letter for candidates we will not interview. Leslie said she had a copy of Ginny's "Alas Letter" from last year. Bea asked if we also needed a letter requesting a final interview but it was decided a phone call would be timelier.

Formulating Questions for Interview

Ron Rappaport said at a previous meeting with the Trustees it was not appropriate to go into executive session for the formulating of interview questions despite the fact we have two in-house candidates. It was decided that Elaine will formulate the questions and that we will review them in an open meeting.

Review Timeline

The timeline was revised to allow more time for interviews. Packets with copies of all the applications for the Director position will be available at the library after May 26th for committee members review before the meeting June 5th @ 8:30 am. At this meeting the committee will decide whom to interview.

Hermine and Elaine will print up copies of the interview questions for the next meeting.
The next meeting will be May 22nd @ 2:30 to review the interview questions.
The meeting after that will be June 5th @ 8:30 am.
Ginny will post the meeting.

The meeting was adjourned at 3:15.

Respectfully submitted,

Leslie Baker
Recording Secretary