

Minutes from Board of Library Trustees Meeting – November 3, 2021

Present: Karla Alfred, Kara Peterson, Kristy Wiwczar, Bob Ostrow, Nancy Baron and Library Director Leslie McDonnell. Also attending Yvette Cain from the Holliston Reporter.

Minutes: Bob motioned to accept minutes from Oct 6 meeting, Nancy seconds, all approve.

Director's Report:

COVID update - Leslie reports that all is going well. Patrons are compliant with our masking policy, aside from the need for an occasional reminder. Library has paper masks available. Karla asked if child-sized masks were available. Leslie will check.

New Director Job Search -

1. Leslie shared her draft copy of an ad for a new director. All agreed that the main purpose of the ad is to draw in as large a pool of candidates as possible, by emphasizing the appealing aspects of the job. Bob suggested removing the salary range in favor of describing only the top of the scale for those with 5 or more year's experience. All agreed this was a good idea. Leslie mentioned the importance of director candidates having the ability to manage our old and quirky building, working in concert with the Town's facility manager. (After a year in his new position, James Keast is taking on greater responsibilities in this regard, which will be a help to the new director.) All agreed that the ad should emphasize the importance of the Library to the community and to the widespread support the new director can expect to enjoy—ranging from cooperative assistance from other Town departments to the Friends to the general good will of patrons and community members.
2. Staff involvement in hiring process – All agree that staff input will be critical to the process. Since no more than a couple of staffers are likely to be on the formal committee, it was decided to solicit their opinions as a group. (Dora and Maggie have expressed interest in being on the committee.) Kristy suggested having both a forum and a zoom meeting with staff. Karla advocated for asking staff about their specific concerns and what questions they might want to ask candidates. Leslie has already begun a list of potential questions for candidates. Trustees discussed including some questions about how candidates might handle various hypothetical situations. All agreed that maturity and tact were important qualities for a new director.

New Trustee – There are four potential candidates to fill out Bob Malone's term, which runs until the May 2022 election. They are: Gwenyth Swain, Georganna Woods, Mariah Cajuste and Joanne Hulbert. Trustees agreed to have a Zoom meeting Wednesday November 10, giving each candidate a 15-minute window to explain their interest and qualifications, after which a vote will be taken and the favored candidate will be proposed to the Select Board for final approval.

Annual Performance Reviews - The Town will be much more strict about annual reviews for each employee. Recent performance reviews will now be required just prior to anniversaries or other wage increases, such as COLA and step raises. A potential benefit of the tightened HR rules is the possibility of awarding merit raises more easily than it has been in recent years. Department heads will be reviewed in mid-January. Leslie will send evaluation forms to Trustees, so that each can offer their thoughts prior to the final Board evaluation.

Friends Update - Leslie may ask the Friends to fund another scanner, as the current one is in high demand.

Building and Grounds - James Keast came to take a look at the sliding gate on the right-side front room to see if it can be re-located to the left-side room to provide another meeting room. Leslie will catch up with

him to get his opinion. She'll also consult him for his opinion on the Building, Grounds and Maintenance line items on the FY '23 budget.

Next meeting: Nov 10, 7pm, via Zoom.

Bob motioned for adjournment. Kara seconds. Adjournment at 8:05 pm.

Respectfully submitted,
Nancy Baron