

Randall Library Director Search Committee Minutes
July 23, 2019 Meeting
Stow Town Offices

Present: Marianne Sharin, Maureen Busch, Laura Reiner

Acceptance of Minutes

Maureen made a motion to accept the minutes of July 9; Marianne seconded the motion. Minutes were accepted (3-0).

Finalize the job description and plans for its distribution/posting

The committee edited the draft job description. Laura will make the edits and post the job on the Mass. Board of Library Commissioners website, the Simmons School of Library & Information Science Jobline, and Indeed.com.

Develop interview questions and rubric

Interview questions were tabled for the next meeting. The committee developed rubric for each of the preferred qualifications in the job description in order to evaluate applications as they come in. The committee will acknowledge submissions as they arrive.

New Business

The committee made note of August-September trips in order to plan future meetings: August 9-16 and September 6-19.

Adjournment

Next Meeting

July 30, 7:15pm
Stow Town Offices

Agenda topics will include discussion of interview questions and rubric, and tours/meetings with the candidate.

Adjournment

Laura made a motion to adjourn; Maureen seconded. The meeting was adjourned at 8:41pm (3-0).

Respectfully submitted,
Laura Reiner

minutes adopted July 30, 2019