

Randall Library Director Search Committee  
October 10, 2019 Meeting  
Stow Town Offices

Minutes

Present: Maureen Busch, Laura Reiner  
Public: Marianne Sharin

The meeting started at 7:30pm.

### **Accept minutes of September 26th meeting**

Laura moved to accept the minutes of September 26; Maureen seconded the motion. Minutes were accepted (2-0).

### **Search Committee organization**

Laura moved that Maureen continue as chair of the Search Committee following the resignation of her co-chair, Marianne Sharin. Maureen seconded the motion. The motion passed (2-0).

### **Citizen comment**

No one was present to speak.

### **Debriefing**

Marianne shared feedback received about the search process from a candidate. This feedback will inform the committee's decisions about how to conduct the interview process going forward.

### **Job description**

The committee discussed several modifications to the original job posting, which Laura will implement before posting to Mass. Board of Library Commissioners and Simmons Jobline.

### **New business**

Laura announced that Carol Stoltz has kindly agreed to join the Search Committee following Laura's impending resignation. She will ask Tim to include this in the agenda for the Board of Trustees upcoming meeting on October 16.

### **Agenda items for future meetings**

Brief new Search Committee member Barbie Wolfenden on the work of the committee to date and review the Committee's process with her (copy appended).

Review any candidates resumes received to date.

### **Executive Session**

Laura made a motion to go into Executive Session for the purpose of approving the Executive Session minutes of September 26; Maureen seconded the motion. Roll call: Maureen Busch – yes; Laura Reiner – yes.

### **Adjournment**

The meeting adjourned from Executive Session at 8:43pm.

Respectfully submitted,  
Laura Reiner

## **The Search Subcommittee**

When the Director position opened, the Trustees had the choice of either conducting the search as a whole committee, or create a subcommittee to conduct the search. The disadvantages of the whole board conducting the search were the challenges of finding mutually agreeable times to schedule a lot of extra meetings, and the open meeting law requirement that all phases of the search and screening process be conducted in open meeting if the whole board is conducting the search. Creating a subcommittee simplified the scheduling challenges and allowed for executive session.

Executive session is desirable because it protects the identities of potential candidates during the early phases of screening and generally improves the likelihood that a search will attract a bigger/better pool. Candidates may not want their employers to know that they are looking at other opportunities unless they are finalists. Our desire to screen resumes and conduct initial interviews in executive session was driven by this desire to respect the confidentiality of potential candidates. Minutes were kept, as were as supporting documents (e.g. resumes). There was no secrecy or intention to circumvent the process in some way; we strove to conduct our executive sessions in a manner that would have held up under the scrutiny of an open meeting.

## **Our process**

- Define the job, write and post the job description.
- Develop rubric to objectively judge resumes against the job posting. The rubric scoring allowed for a way to compare varied experiences.
- We each scored each resume individually, then tallied scores for a cumulative score for each candidate.
- Resumes which did not meet a minimum threshold were dropped from consideration.
- The remaining resumes fell into two clusters; after discussion, we decided that only the top cluster would be invited for preliminary interviews.
- Using various resources such as the guide developed by the MBLC, we developed a set of questions for the preliminary interviews.
- Similarly, we developed a companion scoring rubric.
- Similar to the resume scoring, we each gave scores to each interviewee's answer to each question, then tallied the scores.
- After discussion of the scores, we decided to advance the top two scorers to be considered as finalists by the full board.
- Our intention was to have the finalists meet with a couple of representatives of town government, the library staff, and Friends and other members of the public; all of them would be encouraged to provide feedback on overall impressions as well as strengths or potential weaknesses that they saw in the candidates.
- The finalists would also be interviewed by the board and answers would be scored and tallied. The scores, along with the feedback from the staff and other people in town and the references, would be the basis for the board's discussion and eventual vote on an appointment