

Framingham Public Library
Library Director Search Committee Minutes
March 31, 2020
(Approved)

The Library Director Search Committee was remotely called to order on March 31, at 4:08pm, via Zoom.

Present: Art Finstein, Dana Perkins, Elizabeth Roy (Chairperson), Judy Caron, Leslie White Harvey, Maria Barry, Mario Alvarez, Nancy Coville-Wallace, Robert Dodd, Ruth Winett. Jan Harrington arrived late only due to technical difficulty.

Absent: Trish Miles

There was no public comment.

Chairperson Elizabeth Roy stated that after the open meeting the committee would move into Executive Session for screening of candidates and adjourn from there. Remote participation votes need to be roll call votes.

Minutes from March 10th were reviewed and approved with a vote of 7-0-2. Two abstentions were from Nancy Coville-Wallace and Mario Alvarez due to not having been present at the March 10 meeting.

Updates from HR: All applications to date have been forwarded to the Committee. HR budget will cover posting of job on ALA.

Question for Judy regarding application deadline based on COVID-19. It will most likely be extended another month, perhaps until May 4th, the current date for reopening of non-essential businesses/institutions. The job description would be amended on the website to reflect that. All agreed to extend application date to May 4.

Maria asked if Mark is changing his mind regarding his ending date. Mark has given us until September 30th unless he's replaced before then.

Implications of Covid-19. Interviews will be remote, at least for initial screening questions. We need to adopt a "wait and see" approach to see if there will be more applicants.

Discussion of Interview Questions commences, including discussion of lists of questions received from HR pertaining to Library Director position (in particular the Competency Based Interview questions and the Interview Questions for Division Heads).

Discussion of replacing some of our questions with questions from these HR documents. Decision to use question #1 from Division Heads list to replace current

question #3 (Tier 1) of our list of questions. Decision to replace question #11 (Tier 2) with #10 from Division Heads list. Other minor edits were also made.

Question asked regarding duration of interviews. Judy replied that interviews generally last 45 minutes to an hour. Art respectfully suggests at least an hour, with possibility for overflow time. Committee agreed to schedule interviews for one hour.

Committee agreed to postpone discussion of Feedback Form.

Jan signs in at 4:40. She's brought up to speed and contributes her ideas.

It is determined that everything has been covered pertaining to the Open Meeting.

5:00: All voted to enter Executive Session. The Committee will adjourn from there.

Respectfully submitted,

Dana Perkins

Handouts included: Search Committee Minutes 2-10-2020 (pending approval)

Candidate Screening Questions (revised)

Candidate Feedback Form (draft)

HR - Competency-based Interview Library 2020

HR - Division Head-Dept Head interview Template

HR - Interview Questions - Library Director