

Montague Public Libraries Trustees Search Committee

June Minutes

Date: Thursday, June 3, 2021

Time: 6:30pm

Place: Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01476

Attendees: Nancy Crowell, David Harmon, Karen Latka, Margot Malachowski, Gretchen Wetherby

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

Town Administrator: Steve Ellis

6:45 Call to order.

6:46 The Search Committee reviewed the current job description (2013) for Library Director of Montague Public Libraries. Town Administrator Steve Ellis clarified that we could make editing suggestions, and the Selectboard accepts or rejects our suggestions. The Selectboard meets on Mon, June 14 and Mon, June 28. We should get any documents to them on the Thursday before their meeting.

Steve Ellis explained that the job description differs from the job advertisement. The job description should be less specific on items such as the number of employees that the Library Director supervises. In contrast, the job advertisement may state how many employees are currently supervised, to give applicants a clear idea as the scope of the job. Steve Ellis said that the Selectboard approves the finalist and sets the wage.

The Search Committee went through every paragraph of the job description. We compared the current job description with descriptions from other Massachusetts towns of similar sizes. We completed the first draft. Margot Malachowski, Board Secretary, will edit the job description with the "Track Changes" feature in Microsoft Word.

The Search Committee is encouraged to read through "A Library Board's Practical Guide to Finding the Right Library Director" found here:

(<https://library.wyo.gov/downloads/ldo/pdf/boards/GuideToFindingTheRightLibraryDirector.pdf>)

8:30 Next meeting: Thursday, June 10th at 6:30pm at the Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01476

8:31 Meeting adjourned.

Respectfully submitted,
Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees