

# Montague Public Libraries Trustees Search Committee

## June Minutes

Date: Thursday, June 10, 2021

Time: 6:30pm

Place: Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

Attendees: Nancy Crowell, Lydia Ievins, Karen Latka, Margot Malachowski

Library Director: Linda Hickman

Absent: Steve Ellis, Gretchen Wetherby

6:45 Call to order.

6:50 Accepted the Minutes from 5/25/2021 and 6/3/2021 as amended.

6:51 The Search Committee continued to revise the current job description for Library Director of Montague Public Libraries. Margot will make corrections to the formatting, grammar, and punctuation. She will send the final draft to Linda, who will review and send to Town Administrator Steve Ellis. Linda will go before the Selectboard on Mon, June 14.

7:55 Work on the job posting is postponed until our next meeting.

7:56 Interim Plan. If a new director is not in place before Linda's retirement, she proposed that Youth Services Librarian Angela Arovatti-Leonard act as Interim Director. If Angela is in the Interim position for more than one month, she will be compensated at a higher rate of pay. Linda is delegating and training library staff to order new materials and weed the collection. If the new director is hired after her retirement, library staff could be offered additional hours to take on more responsibilities. Linda said she might be available as a paid consultant to provide training.

8:10 The Search Committee agreed on this timeline.

- Fri, June 11: Margot will get edited Job Description draft to Linda.
- Mon, June 14: Linda will present the Job Description to the Selectboard.
- Wed, June 16: The Search Committee will meet to discuss the Job Posting.
- Thu, June 24: Proposed date to advertise the Job Posting.
- Thu, July 8: The Search Committee will meet to discuss evaluating candidates.
- Fri, July 30: Proposed date to close the advertisement.
- Early August: Begin interviewing candidates.
- Late September: Linda's retirement.

Nancy will draft the job posting for the meeting on June 16<sup>th</sup>. We need to create short and long versions of the job posting, and a matrix for evaluating candidates.

We will encourage candidates to submit applications to the Trustees via the email account: [montaguelibrarytrustees@gmail.com](mailto:montaguelibrarytrustees@gmail.com). Margot will forward the applications to Nancy, and she will do the initial sorting. All applications will be stored in a folder located in the gmail account as well as in the Trustees electronic records. Margot will respond to all applications with a

“thank you for applying” email. We will begin interviews after the closing date, tentatively scheduled for Fri, July 30, 2021. Linda recommended that the applications be submitted through the gmail account.

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 Meetings:

- Wednesday, June 16<sup>th</sup> at 6:30pm at the Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376
- Thursday, July 8<sup>th</sup> at 6:30pm at the Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

8:24 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees