

# Montague Public Libraries Trustees Search Committee

## June Minutes

Date: Thursday, June 17, 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, Gretchen Wetherby

Library Director: Linda Hickman

Absent: Steve Ellis

6:37 Call to order.

6:39 Postponed accepting Minutes until the next meeting.

6:41 The Search Committee worked on the job posting using a draft that Nancy put together. We looked at several examples from Massachusetts libraries of similar sizes. Karen provided the salary ranges and Lydia edited an electronic copy of the job posting. She emailed the final draft to Linda and Margot.

7:28 The Search Committee decided to post the job announcement on the Massachusetts Board of Library Commissioners job listing, Massachusetts Library System's all-regions listserv, Libraries in the Woods listserv, and with several local newspapers.

7:41 The Search Committee agreed that we would need a budget to cover advertising the job and to cover the costs of lunch or dinner with the finalists. Linda suggested that State Aid could be used for these expenses. We will not be covering travel and lodging costs for selected interviewees.

The Search Committee discussed the importance of hiring a person with supervisory experience. There are thirteen employees at Montague Public Libraries. Three employees are full time (Director, Youth Librarian, Technical Services). Eight employees are part time and there are two substitutes.

Karen suggested that we involve a non-management staff member in the interview process to give the staff a voice.

7:56 Next Meetings: Thursday, July 8<sup>th</sup> at 6:30pm at the Gill-Montague Council on Aging, 62 Fifth St. Turners Falls, MA 01376

7:58 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees