

Montague Public Libraries Trustees Search Committee

July Minutes

Date: Thursday, July 19, 2021

Time: 6:30pm

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

Attendees: Nancy Crowell, Lydia Ievins, Margot Malachowski, Gretchen Wetherby

Library Director: Linda Hickman

Library Staff: Angela Rovatti-Leonard

Absent: Steve Ellis, Karen Latka

6:35 Call to order.

6:37 Accepted Minutes for 7/8/2021.

6:38 Update on Job Applicants: We have six applicants as of July 8th. Applications are being received in the montaguelibrarytrustees@gmail.com account. Nancy created a standard metric to review the applications and assigned numbers to the applicants so that we could discuss without publicly revealing their names. The Search Committee agreed that three applicants did not meet our minimum qualifications standard. The Search Committee spent time reviewing the remaining three applications in preparation for recommending interviews.

7:05 The Search Committee reviewed sample interview questions and refined the selection to these questions:

1. What attracted you to the public library field? What do you enjoy most about this work? What do you like the least?
2. The Library Director is responsible for selecting books and audiovisual materials for adults and manages \$60,000 for this purpose. Please tell us about your collection development process.
3. The Trustees would like to strengthen programming for adults in the villages of Montague. What experience do you have with developing programming? What ideas would you have?
4. The Library Director is responsible for hiring full time staff, part time staff, and substitutes. What are you looking for when hiring new staff?
5. How do you handle discipline with staff? Do you have experience terminating staff?
6. The Library Director is responsible for three older buildings that require ongoing maintenance. Many times, this involves getting bids from contractors. How would you handle this aspect of the job?
7. Scenario: The line is very long at the checkout desk, the phone is ringing, you are working on bills and payroll with a deadline, and you are short staffed. How would you deal with this situation?
8. How would you approach your first week on the job?
9. How comfortable are you with adapting to new technology?
10. Tell us about a time when you had to troubleshoot library technology.

Mock Town Meeting Presentation

You have 5 minutes maximum and no access to laptop/projector for this presentation. You would like a budget increase for (your choice: new technology; increase in services; building repair). Please make your pitch to the Hiring Committee as if they were Town Meeting members.

8:07 Next Meetings:

Mon, July 26, 2021

5:30-6:30pm prior to Trustees Meeting

Gill-Montague Council on Aging

62 Fifth St. Turners Falls, MA 01376

Thu, July 29, 2020

6:30-8:30pm

Gill-Montague Council on Aging

62 Fifth St. Turners Falls, MA 01376

8:10 Meeting adjourned.

Respectfully submitted,
Margot Malachowski
Corresponding Secretary
Montague Public Libraries Trustees