

# Montague Public Libraries Trustees Search Committee

## August Minutes

Date: Monday, Aug 9, 2021

Time: 5:15pm

Place: Zoom <https://us02web.zoom.us/j/85135985213?pwd=ZHZFeXFrSGg0TGfYy3lyQ1ZjR050QT09>

Search Committee Members: Nancy Crowell, Margot Malachowski, Gretchen Wetherby, Vicki Valley, Steve Ellis, Angela Rovatti-Leonard

Arrived at 6:34: Liz Swihart

5:17 Call to order.

5:18 Called into Executive Session:

Roll Call:

- Nancy Crowell—yes
- Margot Malachowski—yes
- Gretchen Whetherby—yes
- Vicki Valley—yes
- Steve Ellis—yes
- Angela Rovatti-Leonard—yes

Executive Session to consider applicants under MGL Chapter 30A, Section 21(a), number 8, “To consider or interview applicants for employment by a preliminary screening committee, if the chair decides that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to any applicants who have passed an initial screening.”

Margot introduced the job description as follows:

The Town of Montague comprises five villages, the three largest of which has its own library; the Carnegie Library in Turners Falls; and branch libraries in Millers Falls and Montague Center. The Director is responsible for managing and operating these three libraries, administering a budget of approximately \$400,000 and serving a community of 8,300 people. Working closely with the Board of Library Trustees and town administration, the Director oversees and monitors all library operations, including service delivery, personnel management, budgeting, strategic planning, and facilities management.

The Search Committee rotated asking interview questions. After the interview, the Committee discussed their impressions of the candidates. Margot will contact selected candidates about second interviews. She will offer dates and ask if they want to move forward. If they do, Nancy and Margot will contact their references. The interviews will be in-person. The second interview will begin with a tour of the libraries, followed by a shorter interview, and an offer for dinner in Turners Falls. We will offer mileage to candidates that live a significant distance.

7:41 Executive Session adjourned.

7:42 Next Meetings/Interviews: TBD

7:42 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees