

Waltham Public Library

Waltham, Massachusetts

Special Trustees' Meeting

(for the purpose of reviewing resumes of candidates for Library Director)

Friday, June 6, 2014

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Ms. Jacquelyn Mawhinney, Ms. Maureen Taddeo (*arrived at 3:45*), Mr. Alan Humbert, (*arrived at 3:46*), Ms. Deborah Fasulo, Assistant Library Director

The June 2014 Special Meeting of the Trustees of Waltham Public Library was called to order by Ms. Garniss at 3:40 p.m. in the Trustees' Room of the Library.

A motion was made by Mr. Mann to suspend the meeting and call for an Executive Session for the purpose of reviewing resumes of candidates for the Library Director. The motion was seconded by Ms. Mawhinney and approved unanimously.

The Executive Session was convened at 3:41 in the Trustees' Room of the Library.

Four candidates from eleven resumes were identified for invitations to an interview with the Board of Trustees. Ms. Fasulo will contact the four candidates for the purpose of establishing an interview on July 14, 15, or 16. Additionally, she will contact the Personnel Department to 1) obtain letters of reference (from the applicant) written by the reference person(s) identified in the application that was not contained the selected applicants' packages, and 2) inform the applicants who were not selected to be interviewed.

Trustees were asked to review the draft of interview questions in view of specific information about the selected interviewees and to be prepared to finalize the questions at the Trustees' Meeting on June 10.

Ms. Garniss complimented both Ms. Fasulo and Ms. Kristin Murphy from Personnel for their assistance to the Board in this selection process.

Mr. Humbert made the motion to adjourn the Executive Session. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

The Executive Session was adjourned at 4:30.

The June Special Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 4:31 p.m.

Adjournment: Mr.Humbert made the motion to adjourn the Special Trustees' Meeting at 4:32. Mr. Mann seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, June 10, 2014.

Submitted by Marie J. McKenzie, Secretary/Clerk