

# **Waltham Public Library**

Waltham, Massachusetts

## **Special Trustees' Meeting**

Wednesday, July 16, 2014

**Present:** Ms. Joan Garniss, Ms. Marie McKenzie, Ms. Jacquelyn Mawhinney, Ms. Maureen Taddeo, Mr. Alan Humbert, Ms. Deborah Fasulo, Assistant Library Director

The July 16, 2014 Special Meeting of the Trustees of Waltham Public Library was called to order by Ms. Garniss at 10:06 p.m. in the Trustees' Room of the Library.

Ms. Garniss informed the Trustees that both she and Ms. Fasulo had been in contact with the Law Department and that a legal opinion related to the Open Meeting Law, Executive Sessions, Search Subcommittee, and the Director Selection Process, (as informed by the guidelines of the Massachusetts Board of Library Commissioners,) was expected by Friday, July 18. Ms. Garniss has had several conversations with the law intern working with Attorney Azadi during which Ms. Garniss outlined the process of the selection procedure to date. Ms. Fasulo has stressed the urgency of a decision/opinion with Attorney Azadi. When the opinion is received by Ms. Garniss and Ms. Fasulo, Ms. Garniss will forward to the Trustees.

### **Selection Process**

- Each of the eleven applicants was assigned a letter of A-K, in order to maintain the individual's right to privacy in the open meeting.
- After a discussion of resumes, experience, and reference letters, four candidates (A, D, H, J) from the eleven resumes were identified for invitations to a public interview with the Board of Trustees.
- Mr. Humbert made the motion to interview these four candidates. Ms. Mawhinney seconded the motion and the Trustees voted to approve unanimously.

Ms. Fasulo or Personnel will contact the four candidates for the purpose of establishing an interview on August 12 or 13. Additionally; she will contact the Personnel Department to inform the applicants who were not selected to be interviewed. There was some discussion about the responsibilities for reference and background checks.

A second round of interviews will be held for the semi-finalists (ideally - two) on September 4 and September 5. Interviews will begin at 4:00 p.m. and candidates will be offered the opportunity of a tour of the library at 3:00 p.m. At that time, library department heads and a representative from the Friends of the Library, as well as the Board of Trustees, will participate in the interview process. Preliminary and/or generic questions generated by the department heads will be submitted to Ms. Fasulo by August 14. Ms. Fasulo will review the questions for duplication.

The Board hopes to determine the finalist at its regularly scheduled meeting on September 9.

**Adjournment:** Ms. Mawhinney made the motion to adjourn the Special Trustees' Meeting at 11:12. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Submitted by Marie J. McKenzie, Secretary/Clerk