

Waltham Public Library

Waltham, Massachusetts

Trustees' Special Meeting

Tuesday, August 12, 2014

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann,
Mr. Alan Humbert, Ms. Jacquelyn Mawhinney,
Ms. Deborah Fasulo, Assistant Director, Ms. Kristin Murphy, Personnel Director

The August 12, 2014 Trustees' Special Meeting of the Waltham Public Library was called to order by Ms. Garniss at 10:00 a.m. in the Trustees' Room of the Library.

- ◆ Trustees interviewed one candidate for the position of Library Director, using a set of 20 predetermined questions.

Recess: Ms. Mawhinney made the motion to recess the August 12, 2014 for lunch at 11:30. Mr. Mann seconded the motion and the Trustees voted to approve. The meeting would resume at 2:00.

The August 12, 2014 Trustees' Special Meeting of the Waltham Public Library was called back to order by Ms. Garniss at 2:00 p.m. in the Trustees' Room of the Library.

- ◆ Trustees interviewed another candidate for the position of Library Director, using the set of 20 predetermined questions.
- ◆ There was some discussion about preparing questions for the second round of interviews to be held the first week of September.

Adjournment: Mr. Humbert made the motion to adjourn the Special Trustees' Meeting at 3:52 p.m. Mr. Mann seconded the motion and the Trustees voted to approve. The next Special Trustees' Meeting (to continue interviewing candidates for the Library Director position) will be on Wednesday, August 13, 2014 at 10:00 a.m.

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Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney, Ms. Deborah Fasulo, Assistant Director, Ms. Kristin Murphy, Personnel Director

The August 13, 2014 Trustees' Special Meeting of the Waltham Public Library was called to order by Ms. Garniss at 10:47 a.m. in the Trustees' Room of the Library.

- ◆ The candidate to be interviewed had not arrived for the 10:00 interview. Efforts made to contact the candidate were unsuccessful. Efforts would continue to reach the candidate and to possibly reschedule the interview for Wednesday, August 20 at 11:00 or 11:30, and a message was left on candidate's cell.

Recess: Mr. Mann made the motion to recess the August 13, 2014 for lunch at 10:48. Mr. Humbert seconded the motion and the Trustees voted to approve. The meeting would resume at 2:00.

The August 13, 2014 Trustees' Special Meeting of the Waltham Public Library was called back to order by Ms. Garniss at 2:00 p.m. in the Trustees' Room of the Library.

- ◆ Trustees interviewed another candidate for the position of Library Director, using the set of 20 predetermined questions.

Ms. Murphy reported that the 10:00 candidate had left a message, prior to the scheduled time, on Ms. Gullotti's phone stating that illness would prevent that interview from occurring. The message was not forwarded to the Trustees before the scheduled interview as Ms. Gullotti was on personal leave in the morning. The candidate did respond to the rescheduling message left in the morning and is expected on August 20.

Adjournment: Ms. Mawhinney made the motion to adjourn the Special Trustees' Meeting at 4:07 p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next Special Trustees' Meeting (to continue interviewing candidates for the Library Director position) will be on Wednesday, August 20, 2014 at 11:00 a.m.

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Trustees' Special Meeting

Wednesday, August 20, 2014

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann,
Mr. Alan Humbert, Ms. Jacquelyn Mawhinney,
Ms. Deborah Fasulo, Assistant Director, Ms. Kristin Murphy, Personnel Director

The August 20, 2014 Trustees' Special Meeting of the Waltham Public Library was called to order by Ms. Garniss at 11:00 a.m. in the Trustees' Room of the Library.

Ms. Garniss noted that a follow-up letter or email had been received from two of the interviewees citing their continued interest in the position.

- ◆ The candidate, whose interview had been rescheduled from August 13 (due to illness) and confirmed for August 20, left a voice message for Kristin Murphy at 7:45 a.m. on August 20 that illness again prevented the interview and that the candidate was withdrawing from further consideration for the Director's position.

The Trustees discussed the results of the interviews, noting responses to the target questions, resumes, vision for libraries, overall presentation style, and any awareness of the community. Two candidates will be contacted for a second interview. The majority of the questions at those interviews will come from the five library department heads. There may also be questions from the Trustees. Ms. Fasulo will solicit questions from the department heads at a staff meeting to be held on August 20 and will forward to the Trustees. It is expected that there be about 10 questions in all and that these second interviews will last about one hour each. Ms. Fasulo had shared questions generated by the staff in 2008 (for the Director hiring) and Mr. Humbert shared questions he had prepared. Interviews will take place on September 4 and September 5 at 4:00.

Adjournment: Ms. Mawhinney made the motion to adjourn the Special Trustees' Meeting at 11:55 p.m. Mr. Mann seconded the motion and the Trustees voted to approve. The next Special Trustees' Meetings (to interview the two finalists for the Library Director position) will be on Thursday, September 4 and Friday, September 5 at 4:00 pm.