

Lynnfield Public Library

Minutes of the Board of Trustees

September 28, 2021

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Robert Calamari at 6:36 p.m. and the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 2020 was read by the Chairman. Roll call was taken and those in attendance for the remote meeting were Robert Calamari, Chairman, Faith Honer-Coakley, Vice-Chair, Russell Boekenkroeger, Richard Mazzola, Andrew Kenneally and Linda Donaldson, Secretary to the Board.

Chairman Calamari informed the Board that the meeting is being recorded and a record of the proceedings will be posted on the website as soon as possible at the conclusion of the meeting.

2. LIBRARY DIRECTOR SEARCH COMMITTEE MEMBERSHIP

The one-page summary prepared by Ms. Honer-Coakley and Mr. Mazzola, Co-Chairs of the Search Committee, that was sent to everyone was summarized by Ms. Honer-Coakley at this time. She said that they've completed their suggested slate of candidates to serve on the committee and they are as follows: Mary Beth Janakas, Ellen Crawford, Robert Curtin, Patricia Kelly, Atty Joseph Markey and Town Administrator Rob Dolan. The Co-Chairs know of the huge task ahead but agree that having the right people in place is an extremely good aspect in obtaining a good outcome.

3. USE OF CONSULTANT TO ASSIST IN SEARCH PROCESS

Ms. Honer-Coakley would like for the Board to approve a search firm to assist; Biblio Temps sent an idea of a proposal which is all that this firm does. Community Paradigm Associates, LLC was brought to them from Mr. Dolan and Mr. Curtin. The Co-Chairs would like permission to do an RFP in order to talk to the two firms as a Committee as hiring the consultant is the next task. The meeting would be convened so people could get to know each other and then the next task is choosing a consultant to bring to the Board. Ms. Honer-Coakley advised that they're doing recruiting for the new Director and they know that this search is an important one. Relying on an outside firm that does this kind of work all the time she feels is needed.

Mr. Mazzola said that they'll put the two firms side by side to see what they would do and what we envision. The people chosen for this committee gives a broad brush representation of the Town and in conversation with Rob Dolan he's indicated there's more than enough money to pay for a consultant. At this point they don't favor one firm over the other. It's a matter of interviewing them to see which firm we think should be used. The Co-Chairs would make sure they have permission in writing from the

town pertaining to the funds in hiring a firm.

In answer to Chairman Calamari all of the non-Trustees have agreed to serve on the Committee. Also he doesn't think that an RFP is needed if there are only two firms to be looked at. Chairman Calamari queried if there are any potential synergies with what other searches are going on in the town.

Ms. Honer-Coakley shared how honored Mary Beth Janakas feels to be on this list.

The question of having an alternate Committee member was raised and if the Board would be okay with that if they decide to go with an alternate. The Chairman replied to raise this request at our regular October meeting and getting back to the whole synergy thing he feels if a firm can do one or two searches at a discount price this is something we should look into. Regarding a time frame the Chairman is thinking that the Committee would want to have the consultant chosen by sometime in November; and the quality of the search committee list that is generated is probably the most important thing.

The Co-Chairs advised that in both cases they would do some preliminary interviewing out in the field. They will have more information on this at the regular meeting on October 5th and will double check on if an RFP is needed. They hope to have the consultant chosen by the end of October.

Mr. Kenneally pointed out that the consultant prices seem to be pretty much the same and he doesn't have a preference but is interested in seeing what Ms. Honer-Coakley and Mr. Mazzola take away from it.

Chairman Calamari said there's probably more due diligence to be done in getting a candidate.

Mr. Boekenkroeger suggested \$95,000 to \$105,000 as a base salary and questioned where we fall regarding towns of comparable size.

The Chairman indicated that a salary range will be put in the job description when the time comes and having Bob Curtain on the search committee is helpful.

At this time a vote is needed on the mission and slate of candidates and also Ms. Honer-Coakley has asked for a vote on a search firm.

A motion was made and seconded to approve the proposed mission of the search committee. The motion passed unanimously in favor.

A motion was made and seconded to approve the slate of proposed search committee candidates. The motion passed unanimously in favor.

A motion was made and seconded to recommend the retention of an executive search firm to be determined. The motion passed unanimously in favor.

4. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 7:05 p.m. The motion passed unanimously

in favor.

Respectfully submitted,

Linda J. Donaldson, Secretary