

Lynnfield Public Library

Minutes of the Board of Trustees

November 23, 2021

CALL MEETING TO ORDER

The meeting was called to order at 6:35 p.m. by Chairman Robert Calamari and the Governor's Order Suspending Certain Provisions of the Open Meeting Law dated March 31, 2021 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 and Linda Donaldson, Secretary to the Board. Trustee Andrew Kenneally was not present.

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

REVIEW LIBRARY DIRECTOR SEARCH COMMITTEE'S RECOMMENDATION FOR SEARCH CONSULTANT

Mr. Calamari turned the floor over to Ms. Honer-Coakley, chair of the Library Director Search Committee, for review and discussion of the committee's recommendation. Ms. Honer-Coakley reported that two firms were interviewed: Community Paradigm Associates and Bibliotemps.

Community Paradigm Associates is a firm engaged in municipal executive search that has been utilized by the Town of Lynnfield in numerous prior executive searches. Its track record includes placement of at least five Library Directors throughout Massachusetts. A recent interview with Community Paradigm revealed that it is in the process of engaging a former MA Library Director to assist in executive searches.

Bibliotemps is part of the Massachusetts Library System (MLS), a non-profit organization serving all Massachusetts libraries in numerous capacities. It has worked directly with the Lynnfield Public Library previously in sourcing substitute librarians. Bibliotemps' non-profit status implies that any fees it collects would go back into funding MLS and the services it provides to libraries across MA.

General discussion ensued regarding costs, contract length, fee structure, probationary period and other issues. In the area of cost, both firms would charge similar amounts in the \$10,000-\$12,000 range for services.

After discussion Ms. Honer-Coakley recommended that the Trustees approve the selection of Community Paradigm Associates to assist the Board of Trustees in its Library Director search. A motion was made and seconded to approve the committee's recommendation. The motion passed by unanimous consent.

Ms. Honer-Coakley then recommended that the Board of Trustees authorize the search committee to negotiate terms and conditions on a contract between the Board of Library Trustees and Community Paradigm Associates. She indicated that the committee would engage town counsel Tom Mullen in the process to ensure appropriate terms, conditions and contract language consistent with other searches across town departments.

A motion was made and seconded to approve the recommendation to authorize the search committee to negotiate a contract with Community Paradigm Associates for final Board of Trustees approval. The motion passed by unanimous consent.

Mr. Boekenkroeger thanked Ms. Honer-Coakley, Mr. Mazzola and the rest of the search committee for their hard work to date. Ms. Honer-Coakley stated that the search committee would reconvene as soon as possible to execute the next steps in this process.

ADJOURNMENT

There being no further business to come before the meeting, a motion was made and seconded to adjourn the meeting at 7:01 p.m. The motion passed by unanimous consent.

Respectfully submitted,

Linda J. Donaldson, Secretary