

LYNNFIELD LIBRARY DIRECTORS SEARCH COMMITTEE

OCTOBER 28, 2021

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The first meeting of the Library Directors Search Committee was held on October 28, 2021 in the Library. Co-Chair Faith Honer-Coakley welcomed everyone and advised that this meeting is being operated under the Open Meeting Laws and that the meeting is being recorded. Also, as soon as possible after the minutes have been accepted by the Director Search Committee, they will be posted on the town's website. She and Co-Chair Richard Mazzola are incredibly grateful for the team that has come together.

Roll call was taken at this time as follows: Faith Honer-Coakley, Co-Chair, Richard Mazzola, Co-Chair, Mary Beth Janakas, Patricia Kelly, Ellen Crawford and Robert Curtin were present.

Ms. Honer-Coakley said that the goal of the Co-Chairs is to have a new director chosen and in place by the end of January 2022. This is a wonderful opportunity for us to find exactly the right person to lead the library forward and it's important work. During the process she and Mr. Mazzola will have frequent reviews in consultation with the Board of Trustees. The Committee will evaluate two consultant search firms who we hope to invite to the next meeting. After interviewing them we will make a recommendation to the Trustees for their approval. The Committee has \$10,000 which was transferred to the Board of Trustees at the fall town meeting to be used to cover the consultant's fees. Both of these firms have submitted their proposals close to the amount of \$10,000. When we speak with search firms we will need to have an understanding of the breakdown of costs, milestones and the methods they will use to perform their job.

The Committee will need to obtain an estimate of their expense schedule and we will need to understand the qualifications of those individuals assigned to conduct the Lynnfield search. Covid and holidays may set us back a little bit, but we will do the best we can to move it along quickly.

At this time, the committee members read over their General Charge and Responsibilities which has been accepted by the Trustees. Ms. Honer-Coakley said that this can be amended and asked that anyone speak out if they would like to have something amended or changed.

Mr. Curtin said that under the Massachusetts Procurement Laws \$10,000 is the magic number and anything less than that does not require a formal requisition process. However, if the amount is over \$10,000 it triggers a number of requirements. If we think this may run more than \$10,000 there will be a process to it that might affect the timeline though he thinks we can reimburse people for expenses.

Regarding bullet point #6 Pat Kelly asked if this should not be left up to the Trustees as she will be an employee of this Director and for her to be participating in discussing the terms and conditions of employment, compensation level and contract does not seem like an appropriate idea to her. Faith will bring this to the Trustees on Tuesday night for discussion and she will have an answer at the next meeting. Bob said that she could recuse herself from that portion of the discussion; technically she does not have to but it's always best to air on the side of caution.

Generally, a broad amount is offered for compensation to a seasoned director and for someone who is a new director; there is a salary range. Bob recommends we advertise a conservative salary depending on experience and sometimes you can say that the current position is "X".

Faith thinks it is the Board of Trustees's position to wait for the consultants. If we go with the old draft of the Director's position at this point, we just put unknown salary from and to. There will be a lot to iron out as we go along.

The draft that was used for the 2018 position was reviewed at this time by the committee. Rich said that he and Faith may change the order of responsibilities by putting library operations first, community outreach second and new library construction third.

Having the search firm involved will help to ensure that we will be sent qualified and experienced applicants, and this will also shorten the committee's process and cut some of the nitty gritty work. They are experts in this and would do the outreach.

Faith said that basic proposals were received from Community Paradigm Associates and BiblioTemps and both companies conduct initial screenings as part of their basic process. The committee must decide on which of these two companies is a better fit for the Lynnfield Public Library search. Wednesday, November 3rd at 5:00 p.m. was chosen to meet with the two firms.

Bob suggested having each firm give us a forty-five-minute presentation and then we could ask questions if we had any rather than choosing a list of questions to begin asking them.

The committee members are in favor of having a presentation followed by questions.

A question Bob would pose is what kind of timeline they would need from entering into a contract to providing a deliverable. The end of January is an ambitious timeline though it was pointed out that an accelerated search was done for the town administrator in the same situation.

Recruiting from another part of the country may not be a good fit for a person as Massachusetts is unique in that each city or town has their own library. The consultant will need to do the leg work; we are the catalyst; they are there to do the job and then the Trustees make the decision on the new Director. Faith said that we must be willing to continue our search until we find an excellent match.

It was noted that the salary was approximately \$93,500 for the previous director. Ranges are in the vicinity of \$72,000 to \$88,000 depending on the size of the library. Bob will seek information on similar sized community's libraries and report back as to the Director's salary.

Faith proposed having both firms on the same night and Rich proposed that the committee decide at the end of that meeting with everything fresh in our minds and everyone amenable. The search committee recommends a search firm to the Trustees. The Board will act quickly to confirm the committee's recommendation.

Rich said that there should be one contact person for us. The consultant will report to us initially until it

gets into contract talks, etc. We would ask them to please describe how they communicate their progress to the committee and how do they keep us abreast of their timeline and progress.

A question that could be asked is how they think this process could work for our library. We do not want to hear about their success in hiring people for other town positions, but rather to be targeted towards our library.

A few adjustments were made to the job description and the question arose about whether the compensation should be listed in the posting.

Faith said that it is up to the Trustees which candidate would be a good fit. When they give their presentation, we should have additional questions and while we are listening to them, we should think where we stand individually and how their presentation spells out in detail their search process and how it will work for us. Rich agreed and said we cannot make this so profound. Faith said hopefully we can get both firms for next week at 5:00 p.m.

With their being no other business this evening a motion was made and seconded to adjourn the meeting at 6:22 p.m. The vote passed unanimously in favor.

Respectfully submitted,

Linda J. Donaldson, Secretary