

LYNNFIELD PUBLIC LIBRARY DIRECTOR SEARCH COMMITTEE

March 23, 2022

The Zoom meeting of the Library Director Search Committee was called to order at 5:03 PM on March 23, 2022 by Co-Chairs Faith Honer-Coakley and Richard Mazzola.

Roll call was taken. Present were Faith Honer-Coakley, Richard Mazzola, Robert Curtin, Pat Kelly, Mary Beth Janakas and Ellen Crawford.

Minutes: There were no minutes to approve due to a backlog with our secretary.

Explanation by Richard Mazzola and Faith Honer-Coakley as to why BiblioTemps was engaged as our Search Firm by the Board of Trustees. Community Paradigm had withdrawn. After careful due diligence in consulting Amanda Fauver further, along with her direct supervisor at BiblioTemps, we decided that BiblioTemps was ready to take on this challenge. We anticipate a great outcome!

The Process of engaging a Search Firm came with certain expected delays: contract negotiations, attorney review on both sides, revisions, and then resulted in unanimous acceptance by the Board of Trustees.

The Timeline was discussed with the first focus on gathering input from the Staff and Board of Trustees. Amanda will design a separate survey for each of the two groups that elicits the same type of information from two different viewpoints. All twenty-three paid Staff members will be asked to complete the survey to be distributed by Pat Kelly. Responses will be via Survey Monkey and be totally anonymous, which seems important to eliciting the candid responses. Amanda Fauver will be collating the materials for presentation at our next meeting.

The Job Description: Comments were requested concerning the Job Description from the Director Search done in 2018. Pat Kelly suggested changing the order of the job requirements to put Library Operations 1st, Outreach 2<sup>nd</sup> and the Building Program 3<sup>rd</sup>. Qualifications will remain the same. Bob Curtin suggested that the salary range be omitted and that we ask BiblioTemps for input.

Next Meeting: The Co-Chairs will schedule the next meeting on or before May 31st, when Amanda Fauver will be present either virtually or in-person.

Motion to Close the Meeting: A motion was made by Pat Kelly to adjourn the meeting. Once seconded, all were in favor and the meeting was closed at 5:34 pm.

Respectfully submitted,

*Faith Honer-Coakley and Richard Mazzola, Co-Chairs*

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