

MEETING NOTICE
TOWN OF LYNNFIELD
(As required by MGL Chapter 30A, sections 18-25)

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TOWN CLERKS OFFICE
LYNNFIELD, MA

Board/Committee Name: Lynnfield Public Library – Library Director Search Committee

Day/Date: Thursday October 28, 2021

Time of Meeting: 5:00 p.m.

Location: Lynnfield Public Library, 18 Summer St. Lynnfield, MA 01940
Mezzanine

NOTE:

**The meeting of the Lynnfield Public Library Director Search Committee will be conducted in person
The public may attend for those wishing to participate. Masks are required.**

AGENDA

1. Call Meeting to Order
 - Co-Chairs call the meeting to order with a roll call
 - Co-Chairs inform attendees that the meeting is being recorded
2. Charge and organization
 - The Charge
 - Contact information of Committee members
3. Meetings
 - Anticipation of no more than two-three meetings per month until a successful candidate has been identified, offer discussed, offer extended, offer accepted and start date has been agreed upon
4. Position Description
 - Review of the job description used in the past.
5. Consultant Evaluation – Discussion of the two search firms.
6. Process of Sourcing Candidates
7. New Business
8. Adjournment

The agenda reflect the topics that the Co-Chairs reasonably anticipate will be discussed.

Respectfully Submitted,

Faith Honer-Coakley and Richard Mazzola, Co-Chairs Library Director Search Committee