

Final Meeting Notes
Non-public meeting of
Madison Library Trustees
On December 3, 2014
Duly Posted

Attendance: Sandra Carr, Cheryl Littlefield, Tom Reinfuss, Peter Stevens, Bruce Kennedy, Mary O'Neil, Angela Johnson, Linda Smith, John Filson (computer hookup), Mary Cronin

Meeting called to order: 3:40 PM.

Thanks to Mary: The group extended heartfelt thanks to Mary for her exemplary work as Library Director over the last 9 years.

Non-public meeting: The group reviewed the rules for a non-public meeting, noting that section 91-A:3 II(b) permits a non-public meeting for the hiring of any person as a public employee. Also noted was Section III with regard to the release of meeting notes.

Public Statement: The group reviewed a preliminary draft of a public statement from the trustees. The group endorsed a good introductory sentence provided by John Filson along with other suggestions. The group will review a rewrite at the next meeting.

Job Descriptions: The group reviewed the library's 4-page current job description for Library Director and found it acceptable. The group reviewed a 1-page summary job description from the Cook Library and considered it a useful model for release to job applicants with a note to visit the website to see the more complete version. Additionally, the group reviewed an example of an advertisement for Library Director from the Cook Library that can serve as a model for our advertisement.

Working Committee: Using these and other documents as examples, Sandra Carr, Cheryl Littlefield, and Mary O'Neil volunteered to produce for next week's meeting materials needed for the search process.

Part-time director: After lengthy discussion, the group unanimously agreed to advertise for a part-time (25 hours/week) Library Director with an advanced degree in Library Science. Following Mary's example, the group expects that a suitable applicant without the advanced degree would acquire it on the job. Filling the Director's slot in this manner will keep the total hours of library staff at the current level.

Additional staff in 2016: During the coming year we will evaluate the need for a part-time program director in 2016.

Adjournment: After a unanimous decision to hold the meeting notes until the following week, the meeting was adjourned at 4:50 PM.

Next Meeting: December 10, 2014 at 3:30PM in the Chick Room, Madison Library

Approved minutes as prepared by Peter Stevens
Chair of Library Trustees

Peter Stevens 12/11/14