

West Bridgewater Trustee Meeting Minutes

Library Board of Trustees Meeting

May 12, 2021

Meeting held in person at the WBPL

West Bridgewater Public Library (WBPL) attendance:

Ellen Snoeyenbos, WBPL Director

Laura Williams, WBPL Assistant Director

Trustees in attendance:

Scott Ames

David Church

Kristine Roberts

Deborah Lancaster

Marian Goode via telephone

Christine Altieri at 5:11pm

Trustee David Church calls to order the meeting:

- At 5:02pm

Review of the Meeting Minutes:

- David makes motion to accept the minutes from April 14, 21 as written and presented
 - Deborah seconds motions
 - All Trustees unanimously accept the minutes from the previous meeting

Review of the Financial Report as presented by Ellen

- Review of entire report, including the reimbursed Covid related expenses
- David asked if any questions
 - No questions by Trustees

Circulation Report presented by Ellen:

- Circulation Report discussed
- David asked if any questions
 - No questions by Trustees

Director's Report presented by Ellen:

- All topics from the Director's Report discussed
 - No questions or comments from Trustees

Assistant Director's Report presented by Laura:

- All topics from the Assistant Director's Report discussed
 - No questions or comments from Trustees

Children's Report

- All topics discussed in detail
 - No questions or comments of Children's Report by Trustees

David asked for motion to accept all of the reports

- Scott seconded the motion
 - Trustees voted unanimously to accept all reports

Old Business:

Memorandum draft by Ellen describing the library reopening in June

- Consensus that memorandum be presented to the School Committee and Selectmen and Emergency Committee

New Business:

June 19, Juneteenth, will be a floating holiday for those, anyone who does not work will get a floating holiday off

Ellen's recommendation is to take holiday on date in actually occurs

- David makes motion to celebrate Juneteenth as a Library holiday, and the library will be closed
 - [Deborah Lancaster](#) seconded the motion

Meeting adjourned to reconvene as Executive Meeting

EXECUTIVE SESSION: May 12, 2021

Laura Williams absented herself.

Deborah, who has extensive background in HR, agreed to lend her expertise to the search process. She questioned "How far do we reach for the search?" Ellen remarked that we would find plenty of strong candidates State wide through MBLC.

It was suggested that we review a copy of the job description for the previous Director search, as it was felt that that description was comprehensive and detailed enough to describe what we

are looking for in a strong candidate. (Examples of Job descriptions can be found on the MBLC Website)

It was stated that we felt that Assistant Director, Laura Williams is a very strong candidate and has proved herself through her hard work and development of innovative programs through this very trying year. "We know Laura is very capable and has amazing skills". However, everyone agreed that it is important to compare Laura with all of the strong candidates who apply to get the best possible person for the job, and if that happens to be Laura then we did our due diligence. (She and We will know she is the best fit for WBPL.)

Deborah agreed to help prepare the job posting, gather resumes and distribute them to the whole group.

All members will be involved in the hiring process.

The job posting will go out by June, with a 1 month deadline. Interviews will take place during August and September which will give us 8 weeks. Our goal is to offer our top candidate the position by September 25th.

It will give the selected candidate 1 month to leave their job (after a 2 week notice) and allow 2 weeks of work to overlap with Ellen starting on October 25th.

Motion to adjourn 6:17pm

Christine Altieri, temporary secretary