



Dedham Public Library

Massachusetts. Minuteman. You.

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<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rebecca Peluso
Rachel Tuerck

DPL TRUSTEES MEETING MINUTES	
AUGUST 30, 2011, MAIN LIBRARY, 7:30PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Supplemental Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Rachel Tuerck, Brad Bauer
PUBLIC ATTENDEES	Hannah Healy, Pam Fadden

1. DISCUSSION:

The meeting was moved from the Endicott Branch to the Main building, since Endicott was still without power from Hurricane Irene. The public was redirected to the Main by a poster that Mr. Bauer put at the Endicott at 6:00pm. The meeting was delayed until 7:50pm to give people ample time to reach the new location if needed.

A meeting was called to discuss the process the search for a new director in a more detailed manner. After discussing the issues, Mr. D'Amico, Ms. Tuerck and Mr. Bauer agreed on the following general outline:

September 2011:

- Ask a senior staff member to fill in until an Interim Director can be in place.
- Get recommendations for Interim Director from MBLC, Simmons, and local libraries and consultants. The Interim Director will probably be in place for 3-4 months.
- Finalize new job description; seek input from staff, town hall, and patrons.

- The Interim Director's primary duties will include: creating staff schedule, completing necessary ARIS reports for the state, and coordinating the acquisition of new materials so we stay on track to meet state standards. The candidate must have prior experience as a library director, familiarity with union contracts, and experience working collaboratively with staff. The position would be full-time, although we're flexible with exact hours. The pay would probably be in the ballpark of \$35 or \$40 an hour. Mr. D'Amico will check with town hall on benefits and pay scale.

October 2011:

- Post job for 3-4 weeks at town hall, Simmons College (New England Jobline), MBLC, and www.LISJobs.com; notify local libraries as well.

- Establish Interview Committee (perhaps a few trustees, a member of the Friends, a member of the Dedham Library Innovation Team, a few members of the staff. Committee members need to have availability during holiday season.)

November 2011:

Interview candidates throughout November and December. Invite Bill Keegan and MaryEllen Murphy to meet final candidates for input.

December 2011 / January 2012:

Conduct background checks and other administrative tasks. Make offer to a candidate. Allow some time for offer to be accepted, followed by two weeks so candidate can give two-weeks notice at present job if needed.

February 2012:

Have full-time director in place by February.

Action Item	Person	Date Due
Gauge interest from senior staff regarding filling in between current director and Interim Director	Joe D'Amico	9/12/11
Find out from town hall process for hiring Interim Director, structure (per diem or per hour), pay scale, benefits, and hours.	Joe D'Amico	9/12/11
Contact local libraries, MBLC, consultants, and Simmons College to find	Mike Chalifoux and Rachel Tuerck	9/12/11

potential Interim Director candidates		
Combine existing various library director job descriptions; email to trustees. Ensure easels are at next meeting to capture patron input.	Rachel Tuerck	9/12/11

A motion to adjourn was made by Mr. Bauer, Ms. Tuerck seconded, and the meeting adjourned at 9:10pm

Respectfully submitted,

Rachel Tuerck, Secretary