

Topsfield Town Library Board of Trustees Meeting

Tuesday, November 23, 2021

6:00 PM Meeting Room

Present: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Carolyn Jensen, Maureen McCarthy

K. Hartmann called the meeting to order at 6:10 PM

Motion to enter into closed Executive Session in accordance with M.G.L.c 30A, §§ 21(A) under Exemption #8 to consider or interview applicants for employment by a preliminary screening committee, specifically the library directors’s position, which an open meeting will have a detrimental effect in obtaining qualified candidates by K. Hartmann, seconded by G. Bryson with unanimous roll call vote at 6:10PM.

- K. Hartmann reported that there were 13 applications reviewed by Screening Committee of which 6 were selected to be interviewed by Zoom – one of these was cancelled by candidate. Screening Committee has chosen 2 of these to be interviewed by Board of Trustees. L. Zalewski was asked and identified needed strengths of candidate to be 1)building maintenance 2)reviewing library collection 3)library changes in Post Covid world and 4)working with staff.
- Resumes of Daniel Trembley and Emily Frey distributed to Board along with Interview Questions (see attached questions). Individual candidate answers were reviewed.
- Further interview questions to be formulated by Board and submitted to K. Hartmann.
- Available dates for interviews discussed. Plan will be for applicants to meet with K. Harutunian, tour library and meet available staff and then be interviewed by BOLT. There will be no audience participation. There will be a BOLT meeting scheduled after both interviews are completed for final vote.
- Kathy will call candidates to schedule and will also arrange meeting with K. Harutunian and Library tour.

Motion to adjourn meeting at 7:45 by M. McCarthy, seconded by C. Jensen with unanimous roll call vote.

Respectfully submitted,

Gail Bryson

Secretary, Topsfield Town Library Board of Trustees

Attachments

Screening Committee Questions