

Meeting of the Westhampton Public Library Board of Trustees
Special Meeting: Regarding the hire of a new director.
July 1, 6 pm, Community Room

Present at meeting: Brian Mulvehill, Lynn Cooper, Anne Marie O'Reilly, Mikki Nevins, Celeste Whiting, Carol McMurrich (taking minutes), Victoria Yoshen, Renee Schultz, Sue O'Rourke, Betty Gould

-Discussion about hiring committee: Trustees have created an ad-hoc committee consisting of two trustees: Celeste Whiting due to her MLS background, O'Reilly agrees to chair the committee. Victoria Yoshen will serve, and Renee Schultz from Friends of the WPL.

Other members suggested are Andrea Belanger, if she does not agree and then Hilary Nolan if Belanger is not able/interested. Charlene Cross is third option.

Committee will meet for the first time on Monday, July 8th at 6 pm.

-Advertisement/Post for Job: Yoshen suggests that having a separate email address for applicants is important so that there is equal access for people to review applications. Yoshen says that within CW Mars we should be able to make another email where people could submit applications.

-Suggest a 2-week posting period and many applicants will come in during that time.

-Needs an end date put into the advertisement (July 15) and an updated email address

-Review Meaghan Schwelm's resume- a consideration for the table, as Schwelm may be interested in the position.

-Next Steps for Director Search: Mulvehill gathers email addresses and sends director posting to all the committee members.

- Job Description -Mulvehill edits the job description at the meeting with the input of the committee members to prepare for posting of the job this evening. Sends to the committee for review/approval. Job description will be put on our website- Yoshen will confirm with Blair

-Discussion of Interim: Poses question to both the search committee and the trustees. We have received an application from Judy Kelly and there is an option of an intern currently working at Lilly Library. Trustees prefer Kelly who has extensive director experience and also has interim experience. Mulvehill will propose Monday the 8th to Kelly to discuss and, if she seems like a good fit, we will assess her availability to begin the position.

-Salary: We have a set amount budgeted for our salary which will be at the top of our range.

Salary/Pay for Interim: While she is serving she would get the salary that Lynn would be making. Would need to be broken down to an hourly rate but would be on par with what Lynn would be making. Yoshen points out that because it won't be benefitted it's slightly less than Blair gets. Suggest a 2-3 month interim position.

-EXIT interview for Lynn: should be trustee-led. Whiting and O'Reilly will set a date with Lynn Blair to do this.

Leaving Event: separate, mentioned by Sue O'Rourke to have a leaving party for Lynn Blair. Schultz suggests asking Blair, What would you feel comfortable with? O'Rourke will ask Blair. Trustees and the Friends will cooperatively put something on.

Blair's Vacation Time: There is nothing in the contract that addresses unused vacation time. She has 8/10 vacation days remaining. Mulvehill suggests that we have Blair put in to be paid for her vacation days.

- Note: when we're creating a new contract we need to put language into the contract about unused vacation time

Whiting asks about a probationary period- will look into that.