

Board of Trustees of the Southborough Library

Minutes of Special Board Meeting

January 14, 2014

Chair Jane Smith called the meeting to order at 6:05 p.m.

Attendance: Trustees - Judy Budz, Nancy Mayo, Margarite Landry, Vice Chair Richard Wallace, Chair Jane Smith, and Secretary Nicole De Bonet – were present. Also present: Advisory Board Member Sam Stivers, and private citizens Erika Alvarez and Betsy Rosenbloom.

Minutes: Minutes for meetings of 11/20/2013, 12/6/2013, 1/6/2014 and 1/9/2014 were accepted unanimously.

Director Search Committee: We discovered that our original search committee will not work, and that our previous executive sessions were not proper. If all Trustees are on the search committee, the meetings must be conducted in public. Because some of our candidates may not have told their superiors they have applied for this job, we think it best to set up Search Committee that can meet without the public being present. According to Town Clerk Paul Berry, the committee cannot have more than three Trustees on it, and he believes having Library staff on it poses a conflict of interest. Upon the motion by Trustee Wallace and seconded by Trustee Landry, the Board voted to appoint the following people to a new search committee:

- Jane Smith, Trustee
- Nicole De Bonet, Trustee
- Nancy Mayo, Trustee
- Russ Milholland, Personnel Board
- Maureen Ambrosino, the Library Director in Westborough (assuming she accepts our invitation)

Our secretary will contact Maureen Ambrosino first thing tomorrow AM. If Maureen declines, we will find another current or past library director to serve. If she accepts, the chair will deliver a letter to Mr. Berry announcing the new committee so that its members can get sworn in ASAP. This committee has 24 resumes to review and first-round interviews need to be scheduled soon. The Search Committee will decide which candidates to interview, and they will conduct the first round of interviews. Then they will recommend finalists to the full Board of Trustees, who will conduct a second interview in public session.

Below is the pertinent section of the Open Meeting Law Summary that says **when a body may go into executive session:**

8. To consider or interview applicants for employment or appointment by a **preliminary screening committee** if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

This Purpose permits a **hiring subcommittee of a public body** or a **preliminary screening committee** to conduct the initial screening process in executive session. This Purpose does not apply to any stage in the hiring process after the screening committee or subcommittee votes to recommend candidates to its parent body, however it may include multiple rounds of interviews by the screening committee aimed at narrowing the group of applicants down to finalists. At the time that the executive session is proposed and voted on, the chair must state on the record that having the discussion in an open session will be detrimental to the public body's ability to attract qualified applicants for the position. **If the public body opts to convene a preliminary screening committee, the committee must contain fewer than a quorum of the members of the parent public body. The committee may also contain members who are not members of the parent public body.**

Note that a public body is not required to create a preliminary screening committee to consider or interview applicants. However, **if the body chooses to conduct the review of applicants itself, it may not do so in executive session.**

Meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Nicole De Bonet, Secretary
Library Board of Trustees