



# Wales Public Library Board of Trustees

Wales, Massachusetts 01081

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## Meeting Minutes – Executive Session

Date: Thursday, November 3, 2022

Time: After 6:00PM Open Meeting

Location: 77 Main Street, Wales Public Library, Second Floor

Present: Keri Pitcher, Carolyn Boehne, Robyn Chrabascz, Nancy Baer

Members Absent: None.

**Call to Order:** The meeting was called to order at 7:55PM.

**MOTION:** Motion to adjourn from regular session meeting and to enter into **Executive Session** pursuant to M.G.L. Chapter 30A, Section 21(a), Exemption 8:

To consider 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. - *Assistant Librarian*

Meeting will adjourn from Executive Session and will not come back into Open Session.

**Roll Call Vote:** Pitcher – Yes. Boehne – Yes. Chrabascz – Yes. Motion Passed.

## NEW BUSINESS

### Assistant Librarian Position – Review of Resumes/Applications

Group discussed the 11 applications received from the Executive Secretary for the open Assistant Librarian Position. The position would be filling the temporary position held by Jill Pourmand, and would be the second Assistant Librarian along with Carol Czerniak upon her return.

Ideal candidates would meet the job description approved by the Board of Selectmen, which was accepted by the Trustees. The employee will be an employee of the Town, subject to Town personnel procedures, and will therefore be approved by the Board of Selectmen for the position. The Executive Secretary has asked the Trustees to provide any recommendations for interviews that we may have from the applicants.

**MOTION:** To provide feedback regarding hours and computer skills with five names to the Board of Selectmen to proceed to interview. Motion made by Pitcher, seconded by Boehne. All in favor, Motion Passed. Detailed feedback was as follows:

We reviewed the 11 applications for Board of Selectmen. We would be happy with any of these listed below, but we believe that they need to be informed of the hours, days, rate, and lack of benefits before an interview. Hours would be opposite of the returning employee...the new position hours would be Mondays and Tuesdays from 3 to 7 pm and every other Saturday from 10 to 1.

We expect this information might reduce the applicant pool immediately and therefore are providing the following list of 5, in alphabetical order. If the Trustees were to interview, one important question would be asking about their computer skills and their ability to help patrons on the computer.

Adams, Bernstein, Drouin, Fisher, Lemieux

**MOTION:** To adjourn made at 8:57PM. Motion made by Pitcher, seconded by Chrabascz. All in favor, Motion Passed.

**Attachments/ Handouts:** None.

**DATE APPROVED:** December 15, 2022 Subject to Release

Approved