

AGENDA

Kent Memorial Library Commission

Regular Meeting
May 9, 2023, 7:00 p.m.
Location: Kent Memorial Library

I. Roll Call:

Michael Alexopoulos;	Michelle Kynard;	Eliza Childs;	Sam Coatti;
Becki Fuller;	Joe Grimard;	Claire Kawalec;	Austin Roberts;
Christine Sinopoli;	Despina Tartsinis;	Robert White;	Corbin Adzigirey

II. Public Comment

III. Approval of Past Minutes

- a. Library Commission Meeting of April 11, 2023

IV. Communications Received Director

V. Report of the Director Director

VI. Standing Committee Reports Chairs

VII. Search Committee Process (attached) Commission Chair

VIII. New Business

IX. Public Comment

Adjournment

Next Regular Meeting: Tuesday, June 13, 2023 at 7:00 p.m.

Guidelines for the Hiring of a Library Director

A brief document outlining the formation of the Library Director Search Committee, steps for hiring a library director, and how the committee interacts with both the KMLC and the town offices.

On the Formation of the Library Director Search Committee

The Search Committee should be made up of four to six members, assigned as follows:

- One members of the KMLC
- One board representative of the Friends of the Library
- The Kent Memorial Library Union representative
- A member of the Suffield, CT Human Resources team
- One representative of the Library Foundation

The committee chair will be determined by the committee at its first meeting.

Search Committee Process

At its first meeting, with the help of the HR representative, the committee will formulate questions for library director candidates, as well as a score card for recording and rating candidate answers - this may take a couple of meetings but must be completed before interviews commence.

As resumes are received by the town, the HR representative will forward them to the entire committee for review. The committee will meet to determine which candidates move forward to the interview process and set interview dates. The HR representative will then contact the candidates.

Prior to the first interview, the committee will determine which questions will be asked by whom, and in what order. Each interview should be conducted in the same manner, with questions being asked in the same order by the same committee members. (Follow-up questions are allowed, but only to clarify elements of the original question.)

At the conclusion of each interview the committee will determine if the candidate is to be invited to a second interview, placed on hold as a backup, or be removed from the process. After all initial interviews, candidates will be informed of the committee's decision.

Second interviews are more informal and should focus on clarifying questions from the first interview, as well as allowing the candidate to ask more direct questions about the position.

At the conclusion of each second interview, the committee will determine if the candidate should be presented to the KMLC, placed on hold as a backup, or removed from the process. The candidates will be informed of the committee's decision.

The committee will meet one last time to determine which candidate will be presented to the KMLC for consideration.

Presentation of Candidates to the KMLC

The Search Committee Chair will email the resume and candidate score/answer card to the KMLC.

The KMLC will hold an executive session and invite the Search Committee to attend with the purpose of presenting and discussing the candidate. Prior to closing the executive session, the KMLC will determine whether to present the candidate to the First Selectman. Outside of the executive session the KMLC will vote to present the selected candidate.

Presentation of Candidates to the First Selectman and HR

The KMLC Chair will send the voted upon candidate resume to the first selectmen and the Suffield Human Resource team to make the official job offer.

Final Steps

If the candidate is not moved forward by the KMLC, or does not accept the job offer, the Search Committee will begin the resume review and interview process again.

If a candidate accepts the job offer, the search committee is to be officially disbanded one month after the candidate's effective start date.