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Board of Library Trustees
Kelly Public Library

Gladys E.
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Lake Street, Webster, MA

Virtual Meeting

Minutes for Thursday, January 21, 2021

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A,&18, and the March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Board of Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or a requirement to attend this meeting can be found on the Town's website, at www.webster-ma.gov. For this meeting, members of the public who wish to watch the meeting may do so via ZOOM at <https://zoom.us/j/3879097050> meeting id: 387 909 7050 password: 020849. No in-person attendance of members of the public will be permitted but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting.

In attendance: Rena Klebart, Chair; Mary Chabot, Secretary; Martina Koziak, Treasurer, Sue Buehler, Donna Becker and Evelyn Pappas. Rich Franas, Vice Chair, was unable to attend.

6:02pm Meeting Called to Order
Pledge of Allegiance

6:04pm Approval of January 7, 2021 and December 3, 2020 minutes

Mary moved that we table the reading the minutes until our next regular meeting, seconded by Sue. Motion passed.

6:05pm Director of Library: Trustees' roles/responsibilities, interview questions; timeline

Rena then provided an updated schedule for choosing a new Director.

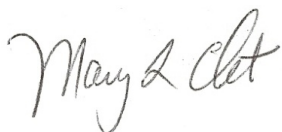
Timeline and process:

- Trustees will review the applications and send to Rena by Friday, January 15th recommendations for first round interviews, this is not a ranking order list but simply the list of candidates you think deserve an interview
- Special Executive session scheduled for Thursday, January 21st to allow Trustees time to discuss their recommendations and after discussion to compile a final list of candidates to be invited for first round interviews
- First round interviews to be scheduled by Doug's office for the week of January 25th; included in the interview panel:
 - Carol Marchand (representing department heads of the town)
 - Cindy Nagle (representing the Friends)
 - Mary Chabot (representing the Trustees)
 - Peter Arsenault (representing members of the staff)
 - Rena Klebart (chair of Trustees)
 - Doug Willardson (Town administrator)
- Regular session of the Trustees Thursday, February 4th, include on the agenda an executive session to review the first round interviews and to make recommendations for final interviews
- Reference checks of final candidates
- Final interviews to be held in person : Rena and Doug

6:14pm Adjournment

Mary moved that we enter the Executive Session for the sole purpose to review and discuss applications for the director's position and will adjourn from the Executive Session, seconded by Tia. The roll call vote was unanimous

Respectfully submitted,



Mary L. Chabot, Secretary