

Approved

**Wethersfield Library Board
Minutes of Special Meeting
February 18, 2014**

Members present: Joe Aguiar, Dorene Ciarcia, Martha Conneely, Laila Mandour, Penny Stanziale.

Others: Laurel Goodgion, Library Director

Excused: Mary Frazeur, John Gallivan, Stephanie McKenna.

CALL TO ORDER: Chairman Dorene Ciarcia called the meeting to order at 6 p.m.

Dorene discussed the timeline for the library director search and the initial meeting of the Director Search Committee. The Search Committee consists of the Executive Committee: Chairman Dorene Ciarcia, Vice-chairman John Gallivan and Secretary George Kelly. Dorene will send a copy of the timeline to each of the Board members before the February 25 board meeting.

Dorene asked George Kelly to comment on meeting Freedom of Information requirements during the director search. Meetings of the Search Committee itself are not covered by the Freedom of Information Act. However, general discussion of the process among Board members should be limited to Board meetings. Therefore, Board members should be careful not to respond by email to any informational updates that may be sent about the search process. Special Board meetings will be called if necessary, in order to include all Board members in the search process.

Laurel Goodgion will post the ad this week on several library websites. There will be link to the full job description. Dorene will acknowledge applications and will keep a log. Applications will be submitted either by email or by post. A special email address has been created for applications and a physical mailbox will be kept in the library for Dorene to hold any applications that come by post.

Dorene met with Town Manager Jeff Bridges to brief him on the search process.

Joe Aguiar arrived at 6:25.

The job description for the position was discussed. Laila Mandour moved and Joe Aguiar seconded to amend the job description to increase the requirements to six year of public library experience and four years of supervisory experience. All were in favor and the motion passed.

The salary range for the Library Director position was discussed. The survey of salary ranges at other libraries of similar size was shared. Martha Conneely, moved and Laila Mandour seconded that the salary range for the position be \$90,000 to \$105,000.

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,
George Kelly. Secretary