

January 5, 2021 - 7pm. Special Meeting DRAFT

Eve Ermer, Fern Strong, Billie Smith, Mark Bomalaski, Ben Wolfe

Community Members: Eliza Minnucci, Todd Tyson, Kathi Terami, Meg Hopkins, Theresa Fitzgerald, Lauren Adamoli, Nicole Antal, Caitlyn MacGlaflin, Marsha Higgins, Elaine, Sean Maher, Catherine Freese, Anne Mallory, Jena Young, Anna Dechart, Casey M.

First on the agenda was sharing expert information from the State Library Consultant, Lara Keenan:

Dec. 23, 2020

Thank you for reaching out and letting me know how it's going. It's an exciting time for your library in finding a new leader!

It's also exciting that you have so many community members who wish to be part of the process! I'm a little concerned that only one trustee wants to be part of the hiring committee. As a reminder, only the trustees can officially vote on whom to hire. The community members provide input, and the hiring committee can provide a recommendation to the trustee board, but it's the trustee board as a whole, ultimately, who are empowered to make the hiring decision.

As regards your questions:

Open Meeting Law – I would recommend that the hiring committee follow Open Meeting Law and all its requirements, even if there is only 1 trustee on the committee, in order to serve the Open Meeting Law purposes of transparency and open, participatory government. Whether you are legally required to do so is a good question. Since the hiring committee is an official subcommittee of the trustees, it might be required to follow Open Meeting Law, even though it doesn't have a quorum (per what the Secretary of State says: <https://sos.vermont.gov/media/vpnbxckz/a-guide-to-open-meetings-january-2019.pdf>). However, I cannot give legal advice, so I'm going to recommend that you bring this question to the Tunbridge town administration and see if they can help you connect with the VT League of Cities and Towns' Municipal Assistance Center for their legal assistance if you would like to determine if you legally have to follow Open Meeting Law.

Regarding members of your board: If your bylaws state that you have 5 seats on your board, you only need 3 people to constitute a quorum in order to conduct official board business and hold board meetings (unless your bylaws have some other definition of quorum in them). So with four trustee seats filled, you should be fine meeting and voting on things

I am happy to be of assistance! Please feel free to continue reaching out with questions as you move forward!

Mon, Dec 28, 2020, 8:18 AM

The library trustees can put whomever they wish on the hiring committee – whomever they think will be helpful in recommending a candidate to the trustees to hire. The hiring committee does not decide who gets hired. They go through the application review and interview process (following all federal and state laws around that process) and make a recommendation to the library trustees on whom they recommend be hired. Then the trustee board gets to vote on whether or not to accept that recommendation.

I hope that helps – and please feel free to continue sending questions.

Next on the agenda was to determine the members of the Hiring Committee. The board received 7 letters of intent. In discussion, one person dropped out and the board decided to appoint the following: Catherine Freese, Anna Dechert, Jena Young, Kathi Terami, Theresa Fitzgerald, and Sean Maher. Included will be a library trustee, Fern Strong.

Next on the schedule was a discussion of recommended agenda for the proposed Hiring Committee. It was decided to combine the possible expansion of director's hours and responsibilities and rethinking the job description as objective #1. #2 to be discussion of position parameters and reopen search. And #3 to reach out to community for their ideas regarding what they need from their library.

The committee asked to have the job descriptions of all the library employees to be available before their first meeting. The committee discussed the possible need to divide the major tasks of drafting job description and reaching out to community among their members.

The committee will meet on January 18, 2021 at 7pm and report to trustees at their meeting on February 8, 2021.

Action items: Fern Strong who will record the minutes of the committee meetings and be the liaison between the trustees and the committee for information and links needed.

Eve will provide the salary budget to Theresa and attend meetings if necessary.

Trustees will provide employee job descriptions to committee. Ben will host committee zoom meeting or determine, if possible, a co-host to moderate.

Eve will check with John O'Brien about trustee appointment concerns and the Select Board time table.

Next Regular Meeting January 11, 2021 7pm