

Board of Trustees of the Williamsburg Libraries  
Haydenville Library, Haydenville, MA

Meeting Minutes: 4/27/2019, pm

Present: Pat Billingsley, Cynthia Barker, Joan Coryat (recorder), Charlotte Meryman, Ed O'Neil, Rob Stinson

1. Pat called the meeting to order at 3 pm
2. Candidate #4 telephone interview: 3:15 – 4:15 pm  
Questions:
  - 1) What interests you about this job and the Williamsburg libraries and why is it a good match for you?
  - 2) In a large library system, the director's role is typically well-defined and distinct, but in a small library, the director must be prepared to play every role. Are you comfortable wearing many hats and jumping in where needed?
  - 3) Please tell us about your experience in developing and managing library budgets, or another municipal or organizational budget.
  - 4) What experience have you had in supervising and hiring staff?
  - 5) The Williamsburg libraries rely on the help of dozens of volunteers. Volunteers are not employees, so they present some unique challenges. What are your thoughts on the best ways to inspire volunteers to consistently show up for their assigned work hours?
  - 6) What experience do you have working with or reporting to a volunteer board of trustees, board of directors, or other advisory board?
  - 7) What experience have you had in working with municipal officials and groups, such as a Board of Selectmen, Finance Committee, or Town Accountant? Do you have any experience with the Town Meeting form of government?
  - 8) Donations from private donors have become an increasingly important part of our budget and fundraising has become an important activity for both the director and the trustees. What is your experience with fundraising?

- 9) The Meekins Library is one of only two public libraries in the state of Massachusetts that also serves as the school library for its town's elementary school. Teachers at the school work closely with our librarians to develop library programs that support teaching goals. The director oversees this process and helps manage the logistics of class visits. What types of library usage skills do you think are most important for K-6 students to learn?
- 10) There are many emerging trends in library technology. Which ones do you think are most important and appropriate for a small public library to embrace?
- 11) Do you have any other professional skills you'd like to tell us about?
- 12) Do you have any questions for us?
3. Review of Candidate #4 interview responses and exchange
4. The meeting was adjourned at 4:30 pm.

*P. A. Billingsley*