

Search Committee Meeting

February 11, 1986

Minutes

Present were John Mueller, Edith Rossiter, and Janna Lutovsky, Chair. Also present were Marshall Susler, ex officio, and Robert Dumas, City Librarian.

The meeting was convened at 7:15 p.m. by Mrs. Lutovsky in the Board Room.

The form suggested by Mr. Dumas was reviewed.

Job descriptions for the City Librarian, previously distributed, were discussed. Mr. Dumas was asked whether he noted areas that were not covered. Mr. Dumas stated, that the job description, although written as long ago as 1968 and much had changed in the Library since then, the description was sufficiently broad and the exemplifications sufficiently mainstream to be still current. He could think of nothing to add that could not be subsumed under some element stated in the description.

Mrs. Lutovsky asked for a discussion of those attributes and capabilities that should be emphasized in evaluating candidates for the position. The following in particular were noted as desirable to seek in applicants or to stress in evaluation: (1) the ability to work with other City Departments and the City Council; (2) an understanding of inter-departmental workings and relationships; (3) a vision of the Library's future and an openness to ideas; (4) Sound judgement; (5) a facility for public relations; (6) a comprehension of the requirements of plant maintenance; (7) budgetary practical sense that reflects itself in cost-benefit considerations.

There being general agreement with respect to the desirability of these emphases, it was asked how each of these characteristics was to be determined and evaluated in each candidate. One suggestion was that individual judgements would be subjective but collective judgement would tend to validate personal individual evaluations. It was also suggested that particular questions should be designed to elicit information from the applicants in order to help the committee assess them in terms of the emphases. The specific questions will be addressed and worked on at later meetings.

It was felt extremely important that the selection be geared to library objectives over the intermediate range of four to six years and that input from the entire Board be sought with regard to new services, enhancement of present services and other areas of improvement. Mr. Dumas was requested to memorandize the Board seeking such input and specifically asking what each of them would like to see the Library achieve in the next five years.

It was also thought desirable to solicit input from the Staff and after discussion relative to the form such input might take, Mr. Dumas was directed to ask the Staff Association if it would address the question of requirements or desiderata be looked for in candidates.

Future meetings were then scheduled by Mrs. Lutovsky for February 24 at 7:00 p.m. and March 10 at 7:00 p.m.

The Committee adjourned at 8:45 p.m.

*Robert H. Dumas*