

## MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: May 4, 2017

PLACE: Worcester Public Library  
3 Salem Square  
Worcester MA 01608

DIRECTORS PRESENT: Bejune, Chair; O'Connor; Comes; Finkel

DIRECTORS ABSENT: Perro

STAFF PRESENT: Dickinson; Stone; Rubert-Silva, Bermudez; Chen; Korstvedt;  
Estrella

GUESTS PRESENT: Jen Beaton, Deputy City Solicitor

1. Call to order.

Bejune called the meeting to order at 4:02 PM

2. Discussion of Bylaws 5.2.4.e

Bejune read the Bylaw to the Committee; shall periodically monitor the selection for new library employees for adherence to the fair and equitable practice. In the case of senior level management, the Committee shall assist in the development of qualifications and review applications. The Board shall make staff appointments in accordance with City Ordinance and *Deed of Gift*, but shall not be involved in the selection process except in the case of senior management.

The *Deed of Gift* from Dr. Green section 6 states the following: The said Board of Directors shall have all power to appoint a Librarian and all subordinate officers that they may deem expedient, to be paid by the City, and to remove at the same pleasure. This provision appears in the current city ordinance expressed in these words: "Except as otherwise provided by law, the board shall appoint the head librarian and all subordinate officers and may remove such officers at pleasure."

3. Beaton explained that the 1859 Deed of Gift gives the board discretion to determine which positions it would appoint and enables the board and management to agree on exactly which positions constitute "subordinate officers" and limit the board's selection decision to those positions. She stated that the board and management might also agree on a process for reviewing applications that limits the negative effect of public disclosure of the names of applicants and that recognizes the management needs of the head librarian and the library. In this way, the board would recognize that "expedient" includes avoiding the negative impact on the head librarian's management of the library. Through these provisions that the directors have the legal right, not only to review hiring practices, but also, with respect to subordinate "officers," to review individual applications and to make the final decision on appointments. The Board of Director's may chooses who is defined as a subordinate officer. She mentioned that items to keep in mind while making that decision would be the open meeting law, in which interviews held by the Administration Committee and reviewed by the full Board would be subject to, and the new privacy rights of applicants, which were not applicable in 1859. She stated that

changes might need to be made to the Ordinance through adding an additional By-Law stating the change.

4. Estrella reported that in August of 2015, the Administration Committee had voted to define Senior Level Management as the Head Librarian and Associate Director and that the Administration Committee and the Board would be involved in the hiring processes for those two positions.
5. Bejune, Comes and O'Connor do not wish to slow down the processes of the hiring of library employees and agree that the By-Law shall remain the same in which only the Head Librarian and Associate Director position's will be reviewed by the Administration Committee and the full Board.
6. Head Librarian Review Process  
Bejune reported that Dickinson had submitted his goals to the Committee in April as requested. He has requested that the process the Committee followed last year is followed again this year. O'Connor and Comes are in agreeance. He stated that in May Finkel will ask the Board to send comments and/or suggestions about Dickinson's goals to the Committee for review.  
The Committee would like Dickinson's goals listed in the template by Friday May 19, 2017, with a goal of the Administration committee to meet the first week of June
7. Comes moved to adjourn. The meeting adjourned at 4:52PM.