

WORCESTER

PUBLIC LIBRARY
Your Open Door to Opportunity

TO: Library Board of Directors DATE: September 8, 2015
FROM: Office of Head Librarian
RE: COMMITTEE ON ADMINISTRATION

COMMITTEE ON ADMINISTRATION

Friday, September 11, 2015
11:00 a.m.
Main Library – Dr. Green Room
3 Salem Square
Worcester, MA

cc: City Clerk's Office

AGENDA
WORCESTER PUBLIC LIBRARY
Committee on Administration
Friday, September 11, 2015
11:00 a.m.
Main Library – Dr. Green Room
3 Salem Square
Worcester, MA 01608

Mission Statement:

The Worcester Public Library serves as a gathering place that actively promotes the free exchange of ideas in our democratic society. The Library makes information and services available to all people while fostering intellectual freedom, protecting privacy, encouraging personal growth and enrichment, and celebrating our diverse community heritage.

1. Call to Order
2. Review of New Hires
3. Adjournment

MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: September 11, 2015

PLACE: Worcester Public Library
3 Salem Square
Worcester MA 01608

DIRECTORS PRESENT: Finkel, Chair; Noah, Packard

STAFF PRESENT: Dickinson, Rubert-Silva, Estrella

1. Call to order.
Finkel called the meeting to order at 11:02 AM.
2. The Committee met to review the roles and responsibilities of the Administration Committee as determined by the Rules for Library Directors. The Committee discussed the designation of the Committee's responsibility for review of senior management and concluded that the designation refers to the Head Librarian and the Associate Director for Administration. The Committee agreed that under the rules the Committee continue to review hiring practices to ensure that the Library meets its responsibilities for appropriate hiring practices. The Committee also agreed to hold regularly scheduled meetings for this purpose as well as to be aware of new hires, resignations, dismissals and other issues related to an engaged work force.
3. Estrella reviewed the hiring process for the Youth Services position. Sondra Murphy was selected and is anticipated to begin her employment on November 2, 2015.
4. No motions were made and votes taken. There being no further business, Noah moved, seconded by Finkel to adjourn. The meeting adjourned at 11:50 AM.