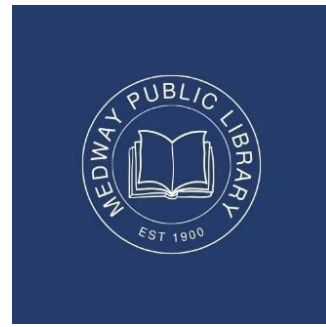


Medway Board of Library Trustees
Minutes
Regular Monthly Meeting
July 15, 2025 @ 7 p.m.
Medway Public Library
Via Zoom:



Members Present: Susan Alessandri, Nutan Mathew, Nicole Haberman, Lisa Sheehan, Naomi Price

Members Absent: None

Others Present: Ivana Aguilar - Interim Library Director

1. Call to order - 7:00 p.m.
2. Public Comment - There was no public comment.
3. Discussion & Vote: Library Director job description

Ms. Mathew explained that she compiled a draft of the job posting and job description based on the individual feedback given by the Trustees as well as some great feedback from three people at the town level. Ms. Mathew discussed the feedback on the job description given by the members of the town. The town suggested including language about the director candidate having superior technology skills, experience in preparing reports including but not limited to budget and programming, experience with general and capital budgets, and grant writing experience. The Trustees made some small changes to the language of the job description. The Trustees discussed formatting and condensing to control the length of the description. Ms. Aguilar spoke about making some formatting changes for inclusion on the library website and stated there would be a link directing candidates to the application on the town website. Ms. Aguilar gave her feedback on the job description from the perspective of someone who has briefly held the position. The Trustees made changes to a heading and the grant writing verbiage.

Ms. Sheehan made a motion to accept the revised job description, seconded by Ms. Alessandri, approved by all.

Ms. Alessandri made a motion to accept the job posting, seconded by Ms. Haberman, and approved by all.

Ms. Alessandri stated she will send the approved copies to Town Hall and discuss next steps. Ms. Alessandri stated that Mr. Reich informed her that once they get enough applicants that the Trustees believe is worth calling a meeting to review, they can review them in an executive session because it is an issue of privacy. The Trustees would then invite the finalists to be interviewed in open session. Then, assuming they find someone in

the finalist group they'd like to hire, they can negotiate a contract in an executive session. Ms. Alessandri stated that she believed the Trustees should hire the director, but she would like to get input from the library staff on what they'd like in a director. The Trustees discussed giving the staff and community members a chance to share feedback on what they'd like in a new director. Ms. Alessandri discussed possibly posting the description on library socials and encouraging emails with feedback or speaking during public comment. Ms. Price offered to help in talking with the staff to get their input. Ms. Aguilar stated she would post about the next Trustee meeting on the library socials to advertise the public opportunity to share their input on the next director.

4. Adjournment - 7:44 p.m.