

**Board of Selectmen
Regular Meeting Agenda
September 1, 2022 at 7:30 pm
Meeting held via Zoom**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86016258183>

Join by Phone: 646-558-8656

Webinar ID: 860 1625 8183

1. Call to order
2. Pledge of Allegiance
3. Interview of Jeff Goldstein for possible appointment to the Board of Finance
4. Discussion/decision to: 1) Approve an additional \$3,000 supplemental appropriation for costs associated with a Library Director search; and 2) Authorize the First Selectman to enter into an agreement to hire consultant Helene Murtha Dooley for the library director search provided that the Board of Finance also approves a \$3,000 supplemental appropriation. ***NOTE: In the event the Library Board has not approved the use of \$8,000 from its endowment for costs associated with a library director search, then this item will be tabled.***
5. Update from the First Selectwoman on the School/Town Drinking Water System & the local drought
6. Appointment of Larry Shore to the Parks and Recreation Commission
7. Approval of Minutes from the August 18, 2022 Board of Selectmen Meeting
8. Adjournment

DRAFT Motions for the 9/1/22 BOS Reg Meeting

1. Call to order: **No motion**
2. Pledge of Allegiance: **No motion**
3. Interview of Jeff Goldstein for possible appointment to the Board of Finance: **No motion**
4. Discussion/decision to: 1) Approve an additional \$3,000 supplemental appropriation for costs associated with a Library Director search; and 2) Authorize the First Selectman to enter into an agreement to hire consultant Helene Murtha Dooley for the library director search provided that the Board of Finance also approves a \$3,000 supplemental appropriation. **I move to approve an additional \$3,000 supplemental appropriation for costs associated with a Library Director search, and to authorize the First Selectman to enter into an agreement to hire consultant Helene Murtha Dooley for the library director search provided that the Board of Finance also approves a \$3,000 supplemental appropriation.**
5. Update from the First Selectwoman on the School/Town Drinking Water System & the local drought: **No motion**
6. Appointment of Larry Shore to the Parks and Recreation Commission: **I move to appoint Larry Shore to the Parks and Recreation Commission for a term ending December 31st, 2025.**
7. Approval of Minutes from the August 18, 2022 Board of Selectmen Meeting: **I move to approve the unapproved minutes of the August 18, 2022 Board of Selectmen Meeting, as presented.**
8. Adjournment: **I move to adjourn**

DRAFT Motions for the 9/1/22 BOS Reg Meeting

- 1. Call to order: No motion**
- 2. Pledge of Allegiance: No motion**
- 3. Interview of Jeff Goldstein for possible appointment to the Board of Finance: No motion**

JEFFREY M. GOLDSTEIN

- Sales & Marketing Leadership • Employee Development • Team Building, Coaching, and Mentoring •
- Customer Relationship Management • Relationship Builder • Revenue Growth • Profit Maximization •

PROFESSIONAL EXPERIENCE:

AGILITY RECOVERY SERVICES, Denver, CO (1/2021 - Present)

Leading Provider of the Business Continuity Management suite of solutions

VP Global Partnerships and Business Development (1/2021 – Present)

- Led sales and operational integration of RecoveryPlanner into Agility upon acquisition
- Provide sales leadership with focus on building Agility Recovery Partnership Network
- Grew Partnership Network that led to increased international sales by 35% in first year
- Manage month-to-month global sales team forecasting process to ensure monthly goal attainment.
- Developed global pricing strategy.

RECOVERYPLANNER.COM, INC., Trumbull, CT (11/2012 – 12/2020)

Gartner Leader in Business Continuity Management Planning Software

VP of Sales & Alliances (11/2012 – 12/2020)

- Integral part of acquisition team to sell RecoveryPlanner to Agility Recovery
- Provide sales and marketing leadership with focus on building RecoveryPlanner Partnership Network.
- Grew Partnership Network that led to increased international sales by 26%.
- Successfully increased global presence in fourteen (14) new countries.
- Manage month-to-month sales team forecasting process to ensure monthly goal attainment.
- Weekly meetings with CFO and CEO to discuss and ensure alignment around P&L
- Led cross functional teams to ensure company alignment
- Developed global pricing strategy.

NESTLE WATERS NA, Stamford, CT (2000 – 11/2012)

America's foremost bottled water company with \$3.0 billion in sales

Zone Sales Development Manager, Connecticut Zone (10/2005 – 11/2012)

- Provided sales and marketing leadership for business to business sales across 4 locations in the Connecticut, New York and Massachusetts markets. Totals \$45.8 million in revenues with a base of over 80,000 customers.
- Drove sales team to over 50,000 acquisitions for the Zone since 2006.
- Successfully increased customer base by 1,100 customers for 2011, representing a 4.3% increase over prior year.
- AccuPure Product Launch – organic growth within zone of 43% in 2011.
- Managed month-to-month sales team forecasting process to ensure monthly goal attainment.
- Led cross functional teams with Zone Logistics Manager, Zone Business Manager, and Zone Operations Manager.
- Developed pricing strategy within the zone in conjunction with Zone Business Manager in order to meet margin objectives.
- Led sales calibration process for over 200 sales employees across four zones in the East Division.
- Appointed to national sales blitz team (MOAB) to design, present, implement and monitor sales blitz efforts for the entire company.
- Trained and assisted in development of 4 Zone Sales Development Managers across the country.

Zone Employee Development Manager, Connecticut Zone (2/2005 – 9/2005)

- Responsible for all aspects of employee development within 7 facilities located in Connecticut, New York, and Massachusetts. Ensured all 95 front line operations and 17 sales heads fully staffed.
- Executed against core responsibility of fully staffing operational team due to being understaffed by 19% upon taking role. During 8 months in role, fully staffed operational team plus 4 employees on staffing bench.
- Responsible for Targeted Selection hiring processes, hiring better quality new hires, and reducing turnover rate.
- Facilitated Nestle Waters North America core company values and beliefs to new hires across the Northeast.
- Oversaw succession planning process within entire zone.

Zone Sales Development Manager, New Jersey Philly Zone (3/2004 – 1/2005)

- Promoted into role via Nestle Waters North America Succession Planning Process...moved to the state of CT and transferred to Connecticut Zone after 9 months in role.

Zone Employee Development Manager, New Jersey Market (1/2002 – 2/2004)

- Responsible for all aspects of employee development within 2 facilities located in New Jersey and New York. Ensured all 104 front line operations and 25 sales heads fully staffed.
- Responsible for Targeted Selection hiring processes, hiring better quality new hires, and reducing turnover rate.
- Executed against turnover reduction initiative by reducing turnover by 21% during tenure in the position.
- Facilitated Nestle Waters North America core company values and beliefs to new hires across the Northeast.
- Facilitated leadership development programs in the North East and Mid States Divisions including: Communication & Listening, Targeted Selection, Adapting to Change, Interaction Management and Building Trust
- Oversaw succession planning process within entire zone.

Unit Leader, Elmsford, NY (3/2000 – 12/2001)

- Managed, coached and motivated a team of 60 front line employees to deliver world class service to 44,000 customers with annual sales of \$25 million ensuring alignment with Nestle Waters North America aspirations and beliefs while achieving key business objectives.
- Market exceeded profit plan each year of tenure, 2000 and 2001.
- Led through a comprehensive integration of brands, employees and pay structure.
- Played key role in the full route re-engineering of the Market operations to rebalance routes and increase daily unit productivity by 22%.

KRAFT FOODS, INC., (1992 - 2000)

Second largest food company in the world with annual sales exceeding \$49 billion

Customer Business Manager (4/1999 – 3/2000)

- Directed Kraft Foods sales teams with responsibility for Key Food, Krasdale Foods, Inc., General Trading, and Jetro for every Kraft Foods business unit equating to 35 million pounds of sales volume.
- Managed, trained and developed a Customer Business Team comprised of 29 Sales Professionals consisting of 3 Sales Managers, 9 Account Managers and 17 Full Time Sales Representatives.
- Exceeded volume plan by 9% and prior year by 12% during tenure within Customer Business Manager Role.
- Led country in reducing incoming account receivables and average weekly balance.

Region Category Planner (11/1997 – 3/1999)

- Managed Enhancer and Beverage Category businesses for the New York and Philadelphia Trading Areas with annual dollar revenue of \$131 million.
- Built relationships with Customer Business Teams to develop sound customer strategies to ensure efficient spending and maximize volume opportunities.
- Negotiated trade funding and consumer events for 1998 to achieve 5% volume growth versus targeted negotiated volume.

Retail Sales Manager (10/1996 – 10/1997)

- Managed, trained and developed 10 Sales Representatives and 10 Part-time Merchandisers in the Philadelphia Trading Area for SuperValu and Fleming Customer Business Teams.
- Created and successfully implemented Cross Training Program utilized by every Customer Business Team in the New York and Philadelphia Trading Areas.
- Assisted in the development, presentation and implementation of “Customer Category Manager 101.” Workshop designed to assist Sales Representatives in becoming acclimated to Customer Category Managers.
- Received 1997 Sales Leadership Ring for achievement of volume targets in all businesses.

Customer Category Manager III (7/1996 – 9/1996)

- Prepared and presented major corporate promotions to Twin County Grocers for the Kraft Dairy and Jell-O Ready to Eat Divisions. Results included annual sales of over \$14 million, utilizing an annual trade advertising budget of \$1.2 million dollars.
- Responsible for estimating both short and long term profitability, and the planning of specific product and marketing objectives.
- Managed and analyzed product categories, assessed shelving, pricing, merchandising, and profit factors in order to create and implement strategies and tactics.
- Negotiated repayment agreements with customer to achieve accounts receivable objectives.
- Successfully achieved volume plan during only quarter on account.

Customer Category Manager III (4/1995 – 6/1996)

- Prepared and presented major corporate promotions to ACME Markets, Inc. for the Kraft Foods Meals and Enhancers Divisions. Results included annual sales revenue of over \$20 million, utilizing an annual trade advertising budget of \$2 million.
- Estimated both short and long range profitability, and planning of product and marketing objectives.
- Developed and coordinated merchandising programs with 10 Sales Representatives that resulted in incremental sales volumes.
- Negotiated repayment agreements with customer to achieve accounts receivable objectives.
- Achieved volume plan four consecutive quarters.

Customer Category Manager II (1/1994 – 3/1995)

- Prepared and presented major corporate promotions to The Grand Union Company, Krasdale Foods, Inc., and General Trading Company for the Kraft Foods Meals and Enhancers Divisions that resulted in annual sales over \$14 million, utilizing an annual trade budget advertising budget of \$1 million.
- Appointed as Team Leader for Grand Union/Krasdale/General Trading Customer Business Team. Provided leadership for major promotions among sister companies: Maxwell House, General Foods, Oscar Mayer, and various Kraft Divisions.
- Estimated both short and long term profitability, and the planning of product and marketing objectives.
- Achieved 5% increase in sales versus prior year, despite an increase in competition and decline in store count.
- Recipient of Kraft Foods 1994 Account Management Award for excellence in sales presentations, communications, accounts receivables, authorizations and use of research data.

Key Account Sales Representative (8/1992 – 12/1993)

- Prepared and tailored marketing programs to Foodarama ShopRite Headquarters across all divisions.
- Developed and created merchandising ideas at HQ and store level through displays and cross-merchandising.
- Increased sales territory productivity by 14%, route case sales by 12% and displays by 10%.
- Recipient of 1993 Kraft Foods Sales Excellence Award.

EDUCATION:

Villanova University

College of Commerce and Finance, Villanova, PA
Masters of Business Administration, May 1998

Rutgers University

School of Business, New Brunswick, NJ
Bachelor of Science, Business Management, May 1991
Bachelor of Arts, Sociology, May 1991

LEADERSHIP ACTIVITIES:

- Sigma Chi International Fraternity – Life Loyal Member, Mid-Atlantic Province - Grand Praetor, Iota Psi House Corporation – Vice President, Northern New Jersey Sigma Chi Alumni Chapter – Vice Presidency
- Cub Scout Volunteer – Weston Pack 75 Popcorn Kernel

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Consultant Comparison

WESTON PUBLIC LIBRARY Library Director Search				7/26/2022
Search Consultants	<u>Helene Murtha Dooley, EDD</u>	<u>Alan Burger, Library Development Solutions</u>	<u>Karen Miller, Bradbury Miller</u>	
Description of Consultant Practice	Independent Contractor; located in Scarsdale, NY and Southern CT State University, New Haven, CT	Primarily Northeast; located in NYC	National; located in Canton, OH; consultants in Ohio and Michigan	
Status	Contract agreed; to be approved	Withdrawn from consideration 7/14/22; accepted another time sensitive assignment	Withdrawn from consideration 7/11/22; at capacity	
Proposal Cost (proposals received included here)	\$14,000, with advertising estimate included * advertising estimated at \$1,500	\$19,000 plus advertising	\$25,000, including advertising	
Total Cost Requested to be Funded by Supplemental Appropriation	\$16,000 includes Search Consultant fee, advertising, and miscellaneous expenses of \$2,000			
Search Consultant Information	Additional information included with these materials; currently Assistant Professor, Southern CT State Univ., Information and Library Information Department; former Town Librarian (Director) Fairfield Public Library; extensive network/contacts within CT and region. Stellar references. https://www.linkedin.com/in/helene-murtha-dooley-55908254/	Alan and Leslie Burger https://librarydevelopment.com/our-team/ https://librarydevelopment.com/our-clients/	https://bradburymliller.com/ . https://bradburymliller.com/services/ . https://bradburymliller.com/why-use-us/	

Proposed Advertising Expenses

WESTON PUBLIC LIBRARY			
Director Search			
Potential Job Posting Opportunities			
From Helene Murtha Dooley; 7/19/2022			
NELA - New England Library Association	https://nela.mjobboard.net/jobs	\$ -	
CLC - CT Library Consortium	https://www.ctlibrarians.org/page/jobs	\$ 100.00	if non member library
ALA - American Library Association	https://joblist.ala.org/employer/pricing/?extre=1	\$ 349.00	
Massachusetts Library Commission	https://mblc.state.ma.us/jobs/submit_jobs/index.php	\$ -	
Westchester Library Association	https://www.westchesterlibraryassociation.org/jobs/	\$ -	Does not accept posts - chooses from ListServs
NYLA - NY Library Association	https://www.nyla.org/jobline/?menukey=career	\$ 45.00	
NJLA - New Jersey Library Association	NJLA Job Hotline Postings	\$ 50.00	
LILRC - Long Island Library Resource Council	Long Island Library Resources Council - Jobline (lilrc.org)	\$ -	
Library Journal	Library Journal Job Zone	\$ 450.00	
APALA - Asian Pacific American Library Assoc	Post Librarian Job Openings - Asian Pacific American Librarians Association (careerweb.apala.com)	\$ 299.00	
Simmons College of Library & Info Jobline	COIS Jonline: College of Operational, Computational, and Information Sciences, Simmons University	\$ -	
LibGig	Post a job - Information & library jobs careers recruitment services libgig.com	\$ 199.00	
Black Caucus ALA - CT links here as well	Library of Research to Post Jobs - Black Caucus of the American Library Association (1924.org)	\$ -	
METRO - Metropolitan NY Library Council	Post a Job Listing Metropolitan New York Library Council	\$ -	

Proposed Advertising Expenses

WESTON PUBLIC LIBRARY			
Director Search			
Potential Job Posting Opportunities			
From Helene Murtha Dooley; 7/19/2022			
Listserv			
CONNTECH - CT State Library	https://libguides.ctstatelibrary.org/dtd/community	\$	*
NY State Library	https://www.nysl.nysed.gov/libdev/nyline.htm#Archives	\$	*
Email			
CTLibraryAdmins - CT Library Directors and Assistant Directors	dawn.lavallee@ct.gov	\$	*
FLAG - Fairfield Library Admin Group	Colleen Bailie <cbailie@WESTHAVENLIBRARY.ORG>	\$	*
Cornucopia of RI	Ida McGhee <imghee2003@yahoo.com> cori@rilibraries.org	\$	*
Joint Council Librarians of Color (Umbrella for REFORMA, APALA, BCALA, CALA, AILA & supports LGBTQ!)	No Posting Place Avail - awaiting info		
		\$	1,492.00

Helene R. Murtha Dooley, EdD
18 Bronson Avenue
Scarsdale, NY 10583
hrcmd7@yahoo.com
(914) 588-4742

June 30, 2022

Weston Public Library Board
56 Norfield Road
Weston, CT 06883

Proposal: Director Search Weston Public Library

Thank you for contacting me regarding the possibility of assisting the Weston Public Library Board in its search for a new Library Director.

Proposal Outline:

Market the Position

- Establish a search timeline with Board
- Assist Board to establish hiring salary range by review of local library executive employment market
- Design a draft job announcement for Board review
- Meet with Search Committee/Board, external stakeholders and staff as part of due diligence
- Post announcement to local and regional professional sites
- Develop a pool of candidates that meet the position criteria

Evaluate and Recommend Candidates

- Review potential candidate application/document submissions
- Conduct phone interviews with potential candidates, to confirm interest and qualifications
- Share all qualified candidate documents and interview notes with Board
- Meet with Search Committee/Board to identify semi-finalists for first round of interviews
- Help Board formulate interview questions

Coordinate Interview Process

- Facilitate logistics of semi-final and final interviews
- Check references of finalist candidates and report to Board (not a Background check)
- Communicate search status with candidates

Assist Board with Offer to Board Selected Candidate

This proposal covers a \$12,500 fee for my consulting services only. All additional expenses associated with the search (i.e. advertising, administrative and final candidate expenses) are the responsibility of Weston Public Library Board of Directors.

Thank you for the opportunity to submit this proposal for your consideration. My professional background information is also included for your review. Please feel free to contact me if you wish to further discuss.

Regards,



Helene R. Murtha Dooley, EdD
18 Bronson Avenue
Scarsdale, NY 10583
hmd7@yahoo.com
(914) 588-4742

My Professional Background:

I am currently an Assistant Professor in the Information and Library Information Department at Southern CT State University. My most recent work in the public library sector has been serving as the Town Librarian for Fairfield, CT. This entailed managing the downtown Main Library and Fairfield Woods Library Branch. Fairfield Public is a municipal library that serves a population of over 60,000. I worked closely with the Library Board and First Selectwoman overseeing library facilities, collection, services, employees and budget. Before leaving Fairfield, I had the opportunity to work on crafting the library system's https://fairfieldpubliclibrary.org/wp-content/uploads/2021/12/FPL_Strategic_Plan_2021.pdf. Prior to my directorship at Fairfield, I served as the Head of Children's Services at both Fairfield libraries. Preceding my time at Fairfield, I worked as a School Library Media Specialist in the Eastchester School District in Westchester NY for over 15 years. Before pursuing a career in education and librarianship I worked in finance for 13 years at JP Morgan, NY, NY. I hold a BS in Business Management from Fairfield University, an MLS from the Palmer School at Long Island University, NY and a Doctorate in Educational Administration from Dowling College, NY.



Home



My Network



Jobs



Helene Murtha Dooley

Assistant Professor- School Library Media Program Coordinator

-  Southern Connecticut State University School of Business
-  Fairfield University

Scarsdale, New York, United States · Contact info

48 connections

Follow

Message

More

Activity

50 followers

Helene hasn't posted lately

Helene's recent posts and comments will be displayed here.

Show all activity →

Experience



Assistant Professor - School Library Media Program Coordinator

Southern Connecticut State University School of Business · Full-time

Aug 2021 - Present · 1 yr 1 mo



Fairfield Public Library

5 yrs 6 mos

Town Librarian



Home



My Network



Jobs

Head of Children's Services

Mar 2016 - Nov 2017 · 1 yr 9 mos
Fairfield, CT

Librarian

Eastchester Union Free School District
Aug 1998 - Mar 2016 · 17 yrs 8 mos
Eastchester, NY 10709

Children's Librarian

Yonkers Public Library
Sep 1996 - May 2010 · 13 yrs 9 mos
Yonkers, NY



Vice President

J.P. Morgan
Jul 1985 - Aug 1998 · 13 yrs 2 mos
Greater New York City Area

- Monitored expense and revenue information on a client basis, analyzed P&L data. [...see more](#)

Education



Fairfield University

Bachelor's Degree, Business Management
1981 - 1985



Dowling College

Doctor of Education (Ed.D.), Educational Administration
2003 - 2008

LIU Post

Master's Degree, Master's Library & Information Science
1994 - 1996

Licenses & certifications

NYS Public Librarian Certificate

Library Development Solutions

Amy Jansen and Weston Public Library Board of Trustees
Weston Public Library
June 20, 2022

Hi Amy,

We would be pleased to assist your Board as they conduct a search for a new director. As I mentioned, we recruited Karen Talarca to Weston Public Library initially, during the search for the last director. We have a large network of librarians throughout Connecticut, New Jersey, as well as in Westchester and Rockland County, Eastern Pennsylvania, and elsewhere throughout the United States who we call upon for candidate recommendations or as potential candidates.

Services provided include creating advertising, working with you to create a new director profile, recruiting and screening candidates, creating an interview guide, interviewing candidates and providing additional guidance that the Search Committee and Board may need to decide.

Fees for the full director search are \$19,000, plus reimbursement for advertising and travel expenses by the consultants and potential candidates. We've recently completed director searches for Yonkers Public Library and Mamaroneck Public Library (NY), Rutherford Public Library, Westfield Memorial Library and Summit Free Public Library (NJ).

There is a \$5,000 retainer fee at the beginning of the engagement and another \$5,000 payment when finalists are presented to the Search Committee/Board. The final payment is due after the selected candidate accepts the offer.

We do not conduct contingency or commission-based searches. We conduct one search at a time and no more than 3-4 per year. References are attached.

Regards,
Leslie and Alan Burger

aburger@librarydevelopment.com
librarydevelopment.com
609.712.0585

The process for conducting an executive search for Wilton Public Library's next library director are detailed in the following items.

I. Establish a Search Committee

You need to appoint and decide who will be on the Search Committee, determine the Committee's mission and role, and the Board's role. The Search Committee can be broadly representative of the Board, staff and Friends of the Library or narrower, as in only Trustees.

The consultants will conduct the prescreening of all candidates and share a pool of potential candidates with them. The Search Committee will conduct the second as well as the final interviews for the strongest candidates and decide on their top choice and a second choice. If you like, the consultants can present only the final candidate(s) to the full Board.

The consultants will review the Search Committee's charge from the Board as well as steps that need to be taken to ensure strict confidentiality for the candidates and the search process.

In Chester (NJ), Weston (CT), Highland Park (NJ), Chatham (NJ), Rutherford (NJ), Westfield (NJ) and Yonkers (NY), the Search Committees were primarily made up of Board members, though one had a Friends member, and one had a staff member on the Committee. We will help you determine the right composition for your Search Committee at the beginning of the engagement.

II. Getting Started

Create a Profile for the Director's Position

The first thing we will do with your Search Committee is help you think about the qualities and skills you want in your new director and establish a timeline for the recruitment.

You may have already established the desired timeline for selecting the final candidate, if not, we will help you determine a realistic schedule based on the following:

- When would you like the new director to start?
- When do you expect to offer the position?
- When will the Board and Search Committee interview candidates?
- When will the Search Committee screen candidates?
- When will we place the advertisements?
- When will we develop the profile and job description?
- Does the library need an Interim Director?
- When will the Search Committee be formed?

We then work with the Board and Search Committee to create a director profile. The Board needs to have a discussion about the qualities it desires and needs in its next director to meet near and longer-term strategic goals. To develop this profile, we may want to talk to key stakeholders and ask them what they think will be the most important characteristics and skills the next director will need to bring to the library.

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We will also review the library's strategic plan to understand the unique challenges that the new director will face and the corresponding skills that will be required. Are the major issues for the next few years ones of facility, staffing, funding (public and private), budgets, collections, technology and/or services? We will help the Committee review these challenges and the required skill sets.

The consultants will:

- Interview members of staff, as needed
- Interview members of the Board, as needed
- Interview people in local government (one-on-one) who may interact with the new director or with key stakeholders of the library or municipality, as needed

Key qualities we may consider for a new director profile may include:

- Philosophy and vision
- Leadership skills
- Experience and achievement
- Education and training
- Personality and qualities including interpersonal skills
- Organizational, management talent and skill
- Project management and facility management skills
- Fundraising and development experience and skills

The consultants and the Search Committee will create a director's profile, as needed, and get agreement from all to move forward with the profile as the basis for the position advertisement and then place the advertising. The consultants will work with the Board to determine the right salary range as well. The director's profile will guide the rest of the search process as we focus on creating the best pool of candidates for the position.

III. Develop and Place Advertisements

The advertisement will be targeted through the library press, We will advertise in various library joblines and online with New Jersey Library Association, New York Library Association, Connecticut Library Association and Pennsylvania Library Association. Most librarians will view the professional job sites, such as Bergen County Consortium Library Service (BCCLS), LibraryLinkNJ, Libraries of Middlesex County Consortium (LIMxAC), Passaic Area Library System (Paisplus), Connecticut Library Consortium (CLC), Bibliomation, Inc, Morris Automated Information Network (MAIN), Westchester Library System, Ramapo Catskill Library System, METRO(NYC). **These are all available at no or low cost.**

LDS has been successful using a combination of free and paid advertising to promote successful director searches. Our advertising is effective, and costs are kept low through the use of free listings and our own network of librarians.

IV. Alert Library Development Solutions' Network

Library Development Solutions will alert its network of contacts about the opportunity at Weston Public Library. Most importantly, LDS will use its network to begin a targeted and quiet telephone search of candidates who we identify and then initiate a discussion with them. This process usually results in a number of candidates who might otherwise

be missed, and they often become the leading candidates. They may love their jobs but can be won over with the excitement of a new challenge, especially given the appeal of the Town of Weston and this specific opportunity.

V. Establish the Application Process

The consultants and the Search Committee will determine what the potential applicants will do in response to the ad. We have asked candidates to write something about the future of libraries – a good way to get a writing sample and an even better way to see if they have the required skills and experiences. LDS will receive the applications, contact potential candidates, and arrange phone interviews. Confidentiality is expected throughout the process.

The consultants will develop a set of screening questions and criteria to be used in the interview process and determine how they will evaluate each candidate.

VI. The Interview Process

The consultants will schedule the first and succeeding rounds of interviews after phone or video screenings with the candidates. The consultants will provide the format for conducting the interviews and a scoring process for the interviewees. The Board will then interview the leading candidates. The consultants will inform the final candidate and initiate the negotiation and hiring process with them. It is anticipated that this position will be viewed favorably and will generate interest.

Here is a list of the deliverables:

1. Develop a timeline and a written director's profile (and job description, as needed) with the Search Committee, advise the Board on next steps
2. Develop an Interview Guide
3. Place the advertising
4. Activate our LDS network
5. Sort and review the applications
6. Schedule and conduct initial interviews
7. Schedule and conduct final interviews
8. Present final candidate(s) to Search Committee and/or Board
9. Make an offer to final candidate and assist with negotiations, if desired
10. Candidate acceptance

Library Development Solutions will continue this search until an appropriate candidate is found and accepts the position. This agreement is valid unless ended by either of the signers with 30 days' notice. In the case of a new director leaving within 120 days, LDS will conduct the follow up search with no additional fees. In the case of the new director resigning within 12 months of acceptance, LDS will conduct a follow up search at ½ fees.

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References for recent Director Searches

Summit Free Public Library, NJ (2022)
Celia Colbert, Board President
Cac11@comcast.net

Westfield Memorial Library, NJ (2021)
Michelle Habayeb, Board President
mhabayeb72@gmail.com

Rutherford Public Library, NJ (2020)
Wendy Armacost, Board President
wa.armacost@veitzon.net

Mamaconeck Public Library, NY (2020)
Ellen Freeman, Board President
freeman.ellen@gmail.com

Yonkers Public Library, NY (2019)
Nancy Maron, Board President
nmaron@ywismail.org

Additional libraries in which we have conducted searches in the past several years:

- New Canaan Library, CT
- Ridgefield Library, CT
- Rye Free Reading Room, NY
- Bronxville Public Library, NY
- John C. Hart Memorial Library, NY
- Highland Park Public Library, NJ
- Demarest Public Library, NJ
- Chester Public Library, NJ
- Library of the Chathams, NJ

See additional information about Leslie and Alan Burger and Library Development Solutions at www.librarydevelopment.com

alburger@librarydevelopment.com
librarydevelopment.com
609.712.0585

 WESTON PUBLIC LIBRARY

Library Director



Executive Search Proposal

BradburyMiller
Associates

bradburymiller.com

BradburyMiller Associates

3513 E. Harvard Blvd., Canton, OH, 44709
330.224.9177

June 22, 2022

Lori Goertz
Board of Trustees
Weston Public Library
56 Norfield Rd.
Weston, CT 06883

Proposal: Library Director Search – Weston Public Library (CT)

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting the Weston Public Library in its search for your new Library Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration.

We think you will find us a great match for your search. To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below. Our full proposal outlines our services much more completely.

Market your position, the Library, & the region

- Tailor the search to your library and its community
- Consultants meet with staff, the Search Committee/Board, external stakeholders
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the library and Weston region
- Recruit and develop a pool of 15-20 qualified candidates meeting your criteria

Evaluate & Recommend the List of Qualified Candidates

- Candidates must submit a cover letter, resume and complete a questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with the Search Committee/Board
- Meet with Search Committee/Board to discuss candidates/select 6-9 semifinalists for first round of interviews

Coordinate & Assist with Interview Process

- Bradbury Miller Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

Reference Checks & Background Check

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee/Board
- Electronic/Internet searching and reconnaissance
- Offer is contingent on successful background investigation

Coordinate & Assist with Offer & Negotiation

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full-service search, but we can usually tailor our services and fees to meet the needs and budget of most libraries. The search schedule outlined is an example to give you a sense of the time frame required to complete a successful search.

This proposal includes the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

Karen E. Miller

Karen E. Miller
Owner and President, Bradbury Miller Associates



WESTON PUBLIC LIBRARY

Library Director Search

FIRM BACKGROUND AND QUALIFICATIONS

Bradbury Miller Associates is owned and operated by Karen Miller as of January 2020. Brian Hare serves as Managing Consultant. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to reflect Karen Miller joining the firm. The firm legally qualifies as a WBE (Woman-owned Business Enterprise).

Over the past ten years, the firm has successfully completed more than 300+ national executive searches for public, academic, and special libraries. Current clients include Cromaie Library (MI), Pueblo City-County Library District (CO), Indianapolis Public Library (IN), Montclair Public Library (NJ), Anythink Libraries (CO), Bullitt County Public Library (KY), and Willard Library (MI).

In each of these engagements, we have performed a scope of work like that which is proposed for the Weston Public Library.



Partial List of Past Clients

- Mid-Hudson Library System (NY)
- Onondaga County Public Library (NY)
- Broward County Public Library (FL)
- Enoch Pratt Free Library (MD)
- Carlsbad City Library (CA)
- Alameda County Library (CA)
- Baltimore County Public Library (MD)
- Charleston County Public Library (SC)
- Denver Public Library (CO)
- Kansas City Public Library (MO)
- Richmond Public Library (VA)
- High Plains Library District (CO)
- Jefferson County Libraries (CO)
- Arapahoe Libraries (CO)
- Allen County Public Library (IN)
- Brown County Library (WI)
- Waukesha Public Library (WI)
- Howard County Public Library System (MD)
- Westerville Public Library (OH)
- Barberton Public Library (OH)
- Altross-Summit County Public Library (OH)
- Toledo Lucas County Public Library (OH)
- Charles County Public Library (KY)

SCOPE OF SERVICES & METHODOLOGY

If Bradbury Miller Associates is selected to assist you in your search for a new Library Director, our first step is to understand your needs as thoroughly as possible.

- Position Description - Review, recommend and otherwise assist with updates/revisions to existing position description or the creation of a new position description, as desired
- Candidate Profile – Use surveys collect feedback from Board/Search Committee members, staff and stakeholders
- Initial virtual meeting with the Search Committee, Board, and key staff to understand the Library’s distinctive organizational culture, mission, and concerns

RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, we broaden our search.

If a prospective candidate declines our invitation to apply, we will ask them to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in 15-20 qualified candidates for each position.

RECRUITMENT TIMELINE

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review and finalize a search schedule listing key tasks and completion dates
- Standard full search takes 3-4 months to complete

We can generally customize the search schedule to have your new leader “on board” at the appropriate time. A timeline illustrating the major steps conducted over the proposed time frame is attached.

PROMOTION, OUTREACH AND IDENTIFYING POTENTIAL CANDIDATES

Once the search schedule is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and non-profit sites
- A dedicated page for the position on Bradbury Miller Associates website with a supplemental page of links to library documents and information about the Library's service area
- Distribution to 1,700+ library colleagues through our professional newsletter
- Direct communication with potential and prospective candidate

Diversifying the Applicant Pool

Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), APALA (Asian Pacific American Librarians Association), and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Library and cooperate with the Library's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process.

COMMUNICATION

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Search Committee/Board. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process.

CANDIDATE SCREENING

- Bradbury Miller Associates conducts initial screenings on qualified candidates via phone or videoconference and shares the results of these interviews with the Search Committee/Board as part of the process.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox.

- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the Search Committee/Board and presents a list of recommended candidates and a discussion of each individual.
- Six to nine semi-finalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

CANDIDATE ASSESSMENT - SEMIFINAL AND FINAL INTERVIEWS

We recommend a two-step interviewing process; the first round consists of the Search Committee/Board interviewing semifinalist candidates (we recommend six to nine) via videoconferencing and then selecting three to four finalist candidates for final interviews. The final interviews occur approximately two to three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques and possible pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

In short, we interact with you in whatever way you find helpful during the critical time when key decisions need to be made. Selecting your new Library Director is a crucial decision that could well affect the Weston Public Library and its constituents for many years to come.

CHECKING REFERENCES

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths and possible weaknesses of finalist candidates.
- Because we maintain active contacts within the profession, we are often able to provide less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

Background Checks

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Typically, background checks cost \$350-\$900 per person, depending upon the time period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a simple background investigation.

HANDLING THE DETAIL WORK

Throughout the recruitment and selection process, Bradbury Miller Associates handles all the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Miller Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct calls with all candidates who meet the requirements determined by the Search Committee/Board.
- We coordinate with Library staff to make arrangements for semifinal and final

interviews and are a part of that process.

- We are also frequently asked to conduct final negotiations on behalf of the Library -- and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished, and after a list of the most viable candidates is determined.

Our Guarantee

Once the new Library Director is selected and appointed, if he or she leaves the position— either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

ABOUT THE CONSULTANTS AND OFFICE LOCATIONS

One of the major advantages in engaging Bradbury Miller Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist the Weston Public Library in its search for a new Library Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

Karen E. Miller, President/Owner, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also

serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-profit.

Brian Hare, Managing Consultant, Brian most recently served as the Director of Reed Memorial Public Library (Ravenna, Ohio) and has worked in a variety of settings during his 15+ years of library experience. He came to public library service through the AmeriCorps Network and obtained his Master of Library and Information Science degree from the University of Pittsburgh. Brian has also served as director for a small rural public library and manager for a metro suburb library. One of his most fond positions was Archive Intern at the Andy Warhol Museum in Pittsburgh where he got to rifle through Warhol's Time Capsules. Specializing in strategic planning facilitation, marketing/branding, project management, levy campaigns, and public speaking, Brian stays active with the Ohio Library Council, American Library Association, and Public Library Association serving on various committees and presenting on library topics. Brian is also an active board member of Main Street Ravenna and Ravenna School District Equity Task Force. He believes that libraries are the most important part of any community.

Beth Barker, Director of Finance & Communication, serves as support for the engagement. Beth Barker has over 20 years of experience overseeing business practices and human resources for several offices in Northeast Ohio, most recently, having served as operations manager for The Chrysalis Center in New Philadelphia. Beth's experience includes overseeing all finances, including payroll and benefits, as well as human resources for the firm. Beth holds a Bachelor's degree in Business Management from Kent State University.

Briana Trudell, Associate Consultant, Briana joined the Bradbury Miller team as an associate consultant in 2022 while also acting as the Executive Coordinator at Grand Rapids Public Library in Grand Rapids, Michigan, and previously worked in Strategic Communications and Marketing. Briana is at her best when interacting with people. As a big-picture thinker and a problem solver, she is constantly identifying new ways to optimize existing systems to be more efficient and effective for the teams' needs. She believes that it is important to strive to improve processes and systems to make future outcomes stronger. Briana currently serves as the Secretary on the Executive Board of the Grandville Avenue Arts & Humanities Board of Directors, as a member of the Board of Directors of the Fulton Street Farmers Market, and is a founding member of the Good Manufacturing Art Collective. She is also a member of the American Library Association and the Public Library Association.

Thomas Dillie, Associate Consultant, serves assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience

as a bookstore employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is Board member for the Ohio Library Council, a professional association for librarians. He brings a variety of experience in both single and multi-branch libraries in rural and urban settings.

OFFICE LOCATIONS AND CONTACT DETAILS

Bradbury Miller Associates
3513 E. Harvard Blvd.
Canton, OH 44709

FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES

Bradbury Miller Associates' total fee for executive search services (including all consultant expenses in traveling) is a flat fee of \$25,000. A retainer of \$6000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All virtual meetings with the Library; (2) all consultant pre-screening interview expenses; (3) videoconferencing charges; (4) all standard office expenses; (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; (6) a single background check (\$350-\$900) on the chosen candidate; (7) consultant in-person attendance for the final interviews.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for onsite final interviews for the candidates' travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$1,200 - 1,500 per candidate inclusive of airfare, meals, hotel expenses, and rental car.
- **Additional reference reports:** our proposal allows for a maximum of four candidates with three references each- should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost per reference is \$400.

- HoganLead Hogan Personality Assessment:** Hogan Assessments provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan's personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate's leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate's core values and goals appear to be; and a measure of a candidate's emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the Library's Search Committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment fees are available upon request and includes a written report per candidate which is deliverable prior to final interviews.



Additional Information

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Miller Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Miller Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

FORM OF FINAL AGREEMENT

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the Library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

CONCLUSION:

We look forward to the possibility of working with the Weston Public Library to help you find your next Library Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

BRADBURY MILLER ASSOCIATES

Karen E. Miller

Karen E. Miller
Owner/President

We hereby accept the foregoing proposal (pages 1 – 12).

By _____

Title _____

Date _____

The final schedule and specific details of this engagement may be modified by an addendum to this agreement.


ATTACHMENT I:
SEARCH SCHEDULE OUTLINE
WESTON PUBLIC LIBRARY (CT)

Please see below our estimated schedule of key dates for your Library Director search process. If we are selected, we will establish a firm search schedule during our first meeting with the Library. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the Search Committee/Board.

Timeframe	Tasks
First 30 Days	<ul style="list-style-type: none"> • Initial meeting with Search Committee/Board, staff, and stakeholders • Create position announcement and post/advertise nationally • Initiate recruitment strategy
30-60 Days	<ul style="list-style-type: none"> • Close position posting • Prepare candidate documents and screen qualified candidates • Present candidates to Search Committee/Board and facilitate discussion of selection of semifinal candidates
60-90 Days	<ul style="list-style-type: none"> • Prepare for and lead semi-final interviews • Facilitate discussion and assist with selection of finalists • Conduct reference reports and coordinate final interview planning • Facilitate final interviews • Coordinate presentation of offer to selected candidate and initiate background investigation

ATTACHMENT II-REPRESENTATIVE REFERENCES



ELYRIA PUBLIC
LIBRARY SYSTEM

Elyria Public Library System
211 2nd St
Elyria, OH 44035

Kaleena Whitfield, Board Chair
kaleena.whitfield@gmail.com
Jennifer Starkey, Director
jenniferstarkey@gmail.com



WILTON LIBRARY

Wilton Library
137 Old Ridgefield Rd.
Wilton, CT 06897

Rob Sanders, Board Chair
rsanders@rsarchct.com
Caroline Mandler, Executive
Director



MARION
Public Library

Marion Public Library
1064 7th Ave.
Marion, IA 52302


Sally Reck, Board/Search Chair
sallysreck@gmail.com
Bill Carroll, Director
wjcarroll70@yahoo.com



Fairfield
Public
Library


Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

David Gray, Board Chair
david.gray@epsilon.com
Scott Jarzombek, Director
sjarzombek@gmail.com



Ann Arbor District Library
343 S. 5th Ave
Ann Arbor, MI 48104

Jim Leija, Search Chair
leijaj@aadlo.org
Eli Neiburger, Director
eli@eliworks.com



Ferndale
Public Library

Ferndale Area District Library
229 E. 9 Mile Road
Ferndale, MI 48220

Judeen Bartos, Board/Search Chair
Pbj0628@gmail.com
Jenny Marr, Director
jmarr@fadl.org

ATTACHMENT III:

**SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY MILLER
ASSOCIATES AND THE WESTON PUBLIC LIBRARY (CT)**

By signed proposal dated _____ and acceptance by the Weston Public Library (CT) (hereinafter called Library), the Library has entered into an agreement with Bradbury Miller Associates (hereinafter called Consultant) to perform an executive search for a new Library Director. That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the _____ proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Karen Miller as project director.
2. A final schedule will be developed at the initial meeting with the Library and mutually agreed upon by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of notice. If the Library terminates the contract because of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

WHEREFORE, the parties have set their hand this day of _____, 2022.

BRADBURY MILLER ASSOCIATES WESTON PUBLIC LIBRARY (CT)

By _____ By _____

5. Update from the First Selectwoman on the School/Town Drinking Water System & the local drought: **No motion**

Mr. Jonathan Luiz
August 26, 2022
DPH Project #: 2022-0085
Page 2

The two banks of filters banks are piped to provide a 20-gpm service flow (split between two filters each with 10 gpm flow restrictor and meter). The valving enables either Bank 1 or Bank 2 to be Lead or Lag. They can also be serviced without interruption of water treatment. Each vessel has valves to allow for servicing. Each vessel has its own water meter so that flow rates can be verified. As noted, each vessel has its own 10 gpm flow restrictor. There is a removable spool piece to prevent potential bypass of the system.

Based on the following items, the Approval for Construction and Installation of Water and Treatment Works dated August 12, 2022, and documents on record for this project, the project is acknowledged as being completed.

- (X) Receipt of a Certification of Completed Water or Treatment Works Construction/Installation form, dated August 26, 2022.
- (X) An inspection conducted by myself on August 25, 2022 with additional photos received on August 26, 2022.
- (X) Submission of water quality test results meeting Regulations of Connecticut State Agencies.

This letter also serves as a record of project closure and project activation. Any changes to your system that are a result of this project will be added to our inventory database as warranted.

If you have any questions regarding this letter, please feel free to contact me at 860-509-7333.

Sincerely,



Vicky Carrier, P.E.
Sanitary Engineer 3
Drinking Water Section

TC

cc: Mr. Mark Cooper, Director of Health (publichealth@wwhd.org)
Mr. Ron Black, Certified Operator

Connecticut Water Planning Council

(/Water)

[CT.gov Home](#) [\(/\)](#) [Water Planning Council](#) [\(/Water\)](#) [Drought Home](#)

Connecticut Drought Information Center

A service of the Connecticut Water Planning Council

8/18/2022 Update: Governor Lamont has declared a Stage 3 alert for New London and Windham Counties. A Stage 2 notice remains in effect for the remainder of the state. The Interagency Drought Work Group intends to meet again on September 8th to reassess conditions.

To avoid further stressing water supplies and other impacts of drought, state and local governments, residents, and businesses are being asked to voluntarily take the following measures:

- Reduce, to the extent possible, the watering of lawns, recreational and athletic fields, gardens, or other landscaped areas (if watering is essential, late evening hours are best)
- Avoid burning in or near woodlands or brushlands
- Report dry fire/irrigation ponds or private wells to municipal drought liaisons or regional emergency management liaisons
- Postpone the planting of any new lawns or vegetation
- Minimize overall water use by fixing leaky plumbing and fixtures
- Take shorter showers
- Run dishwashers and clothes washing machines with full loads
- Shut off water while washing dishes, shaving, brushing teeth, and lathering up to wash hands, rather than running the water continuously
- Avoid washing vehicles or power-washing homes and other buildings
- Do not use water to clean sidewalks, driveways, and roads
- Do not use public water to fill residential swimming pools

Residents and businesses should also stay alert for any additional conservation requests issued by their water suppliers or municipal governments.

[View 8/18/2022 Stage 3 drought press release \(https://portal.ct.gov/Office-of-the-Governor/News/Press-Releases/2022/08-2022/Governor-Lamont-Declares-Stage-3-Drought-Conditions-for-New-London-and-Windham-Counties\)](https://portal.ct.gov/Office-of-the-Governor/News/Press-Releases/2022/08-2022/Governor-Lamont-Declares-Stage-3-Drought-Conditions-for-New-London-and-Windham-Counties).

Connecticut Drought Declarations

Effective August 18, 2022



Stage 2
Emerging drought event. Water users in affected areas should limit unnecessary water consumption. Water suppliers and public officials prepare to undertake mitigation measures should they become necessary.

Stage 3
Drought is well-established, with impacts increasing in extent and intensity and potentially including isolated severe impacts. Public water suppliers issue voluntary or mandatory water restrictions as necessary.

Drought Stage

- Stage 1
- Stage 2
- Stage 3

Assessment made by the Connecticut Interagency Drought Workgroup in accordance with the Connecticut Drought Preparedness and Response Plan. Further information available at www.ct.gov/waterstatus

6. Appointment of Larry Shore to the Parks and Recreation Commission: I move to appoint Larry Shore to the Parks and Recreation Commission for a term ending December 31st, 2025.

Brief Bio for Larry Shore
30 Blueberry Hill Road
7/26/22

Larry Shore grew up in Johannesburg, South Africa. He received a BA from the University of the Witwatersrand, majoring in Political Science.

He left South Africa in 1973 and lived in Philadelphia where he completed an MA at the University of Pennsylvania in Political Science and International Relations. He received his PhD degree in Communications from Stanford University in 1983.

He is a professor in the Department of Film and Media Studies at Hunter College in New York City where he teaches a variety of media related courses including a course on "Media, Sports and Society." He also serves on various Hunter College administrative committees.

In the 1980's he was active in a number US based Anti-Apartheid organizations. With the transition to democracy underway in South Africa in 1990, he co-founded SAAO, the South African-American Organization, and served as its president for five years.

He is a documentary filmmaker. His film *RFK in the Land of Apartheid: A Ripple of Hope*— about Robert Kennedy's 1966 visit to South Africa- has been screened on TV, film festivals, universities, organizations and institutions in the US and South Africa.

He is currently working on a sequel film about the 1980's "The American Struggle Over Apartheid: Nelson Mandela, Edward Kennedy and Constructive Engagement."

He is a life long sports fan and sportsman and well qualified to serve on a recreation committee. He was South African Junior Table Tennis Champion and played for his province in field hockey. Since moving to Weston he has been an active tennis player at the Weston Racket Club and the hard courts at the high school. He was an assistant coach for the Weston Girl's Recreation Basketball when his daughter was in the Weston schools. As a result of this he knows Dave Unger and Lynne Stevens in the Recreation Department.

He initiated the campaign in Weston to have the stores stop using plastic bags and worked with the Sustainability Committee on this effort.

FILM & MEDIA DEPARTMENT

With a world class faculty and up-to-date production facilities, Hunter College's Department of Film & Media Studies offers two undergraduate programs of study and an MFA degree in Integrated Media Arts. [more...]



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Larry Shore



Shore, Larry

Director Analytical Media Courses

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www.rfksafilm.org

Dr. Larry Shore teaches courses on *Media, Sports and Society*; *Global Communications*; *Internet and Society*, and *Media and Politics*.

His research interests include media and telecommunications policy in the United States and globally, the impact of new media, and the effect of news on public opinion and foreign policy. In the area of media and sports his interests include issues of sport and race, women and sports, and sports and national identity.

Dr. Shore also periodically teaches a course called *South Africa and Southern Africa During and After Apartheid* in the Thomas Hunter Honors Program. A key part of this course is the weekend long *Southern Africa Simulation Game*.

He produced, and co-directed with Tami Gold, a documentary film *RFK in the Land of Apartheid: A Ripple of Hope* which has been screened widely in the United States and South Africa including PBS, the SABC, the Africa Channel and numerous organizations and film festivals in both countries. The film tells the story of Senator Robert Kennedy's 1966 visit to South Africa- during the worst years of Apartheid- and the connections between the American Civil Rights Movement and the Anti-Apartheid Movement. See the website (www.rfksafilm.org) for more details. He is currently working on a sequel documentary *The American Struggle Over Apartheid: Nelson Mandela, Edward Kennedy, and Constructive Engagement*.

He has served on various committees at Hunter College, Roosevelt House and the Hunter College Senate. He is currently a faculty member of the Thomas Hunter Honors Program. In 2014, he helped organize a conference at Roosevelt House: *South Africa: Twenty Years After Apartheid*. He was the Director of the Hunter College/University of Cape Town Partnership Program.

At the department level, he has served on and off for many years as a department advisor. He was the director of the Film & Media Studies Internship Program for many years and helped it develop into the largest film and media internship program in New York. He is currently the Director of the Analytical Courses in the Media Studies Major.

Dr. Shore grew up in Johannesburg, South Africa and immigrated to the United States in 1973. He was active in the American Anti-Apartheid Movement in the 1980's. In 1991, he co-founded SAAO (the South African-American Organization), the largest South African expatriate organization in the United States, and served as the organization's president for five years. He received his BA Degree at the University of the Witwatersrand in Johannesburg, majoring in Political Science. He has an MA in Political Science from the University of Pennsylvania and a PhD in Communications from Stanford University.

7. Approval of Minutes from the August 18, 2022 Board of Selectmen Meeting: I move to approve the unapproved minutes of the August 18, 2022 Board of Selectmen Meeting, as presented.

**Board of Selectmen
Meeting Minutes
August 18, 2022 at 7:30 pm
Meeting held via Zoom**

1. **Call to order:** First Selectwoman Samantha Nestor called the meeting to order at 7:32. Also in attendance were Selectman Martin Mohabeer, Selectwoman Amy Jenner, Town Administrator Jonathan Luiz, Jason Revzon, Larry Shore, and members of the public. The Board of Selectmen led in the recitation of the Pledge of Allegiance.
2. **Discussion/Decision to appoint Steve Ezzes to the Board of Education to fill the term vacated by Stephanie (Taffy) Miller for a term ending November 4, 2025:** Selectwoman Jenner made a motion to appoint Steve Ezzes to the Board of Education to fill the vacancy created by the resignation of Stephanie (Taffy) Miller for a term ending upon the next biennial election on November 6, 2023 in accordance with section 7.6 of the Town Charter. The appointment of Steve Ezzes shall be effective upon his resignation from the Board of Finance. Motion was seconded by Selectman Mohabeer. Discussion took place. The motion carried unanimously.

Selectwoman Jenner made a motion to add an item to the agenda to accept the resignation of Steve Ezzes from the Board of Finance. Selectman Mohabeer seconded the motion. Motion carried unanimously.

Selectwoman Jenner made a motion to approve the resignation of Steve Ezzes from the Board of Finance. Selectman Mohabeer seconded the motion. Motion carried unanimously.
3. **Interview of Jason Revzon for an appointment to the Parks and Recreation Commission for a term ending December 31, 2025:** Jason Revzon was interviewed by the Board of Selectmen for an appointment to the Parks and Recreation Committee.
4. **Interview of Larry Shore for an appointment to the Parks and Recreation Commission:** Larry Shore was interviewed by the Board of Selectmen for an appointment to the Parks and Recreation Commission.
5. **Discussion with Diversity, Equity, and Inclusion Advisory Committee regarding its charge and current activities:** This item was tabled.
6. **Discussion/Decision to appoint Al Fazi to the Building Committee for a term ending June 30, 2023:** Selectman Mohabeer made a motion to appoint Al Fazi to the Building Committee for a term ending June 30, 2023. Selectwoman Jenner seconded the motion. Motion carried unanimously.
7. **Acknowledgment of resignation of Anthony Pesco from the Board of Education effective August 31, 2022:** No motion.
8. **Discussion/decision to approve a job description for the part-time position of Family and Youth Social Worker:** Discussion took place with Allison Lisbon, Director of Weston Social Services. Selectwoman Jenner made a motion to approve the job description for the part-time position of Family and Youth Social Worker as presented. Selectman Mohabeer seconded the motion. Motion carried unanimously.
9. **Update from the First Selectwoman about activating a public works service request portal on Town website:** First Selectwoman Nestor provided an update on the public works service request portal on the Town website. Granicus has provided training on how to utilize the feature on the website and next steps were discussed.

- 10. Approval of Minutes from the August 4, 2022 Joint Board of Selectmen and Board of Finance Special Meeting, and the August 4, 2022 Board of Selectmen Special Meeting:** Motion to approve the minutes from the August 4, 2022 Joint Board of Selectmen and Board of Finance Special Meeting and the August 4, 2022 Board of Selectmen Special Meeting made by Selectwoman Jenner. Selectman Mohabeer seconded the motion. Motion carried unanimously.
- 11. Adjournment:** Motion to adjourn made by Selectwoman Jenner, Selectman Mohabeer seconded the motion. Motion carried unanimously. Meeting adjourned at 8:21 pm.

Minutes submitted by Darcy Barrera-Hawes, Executive Administrative Assistant

8. Adjournment: I move to adjourn