

**Town of Hamden  
Library Board  
Minutes of December 21, 2011 Special Meeting**

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**Attendance:** Christine Esposito, Irene Fiss, Jan Glover, Evelyn Hatkin, and Theresa Marchant-Shapiro. **Also in attendance:** Library Director, Robert Gualtieri; and Associate Library Director, Nancy McNicol.

**Call to Order:** J. Glover opened the meeting at 10:08 a.m.

**Purpose of the meeting:** The meeting held this morning is to review the job description of the Library Director and procedures to go forward in recruiting a new Library Director.

R. Gualtieri provided the job description and noted the highlighted areas were the most recent additions.

The Library Board reviewed and made corrections or changes to the content of the job description. After a thorough review, J. Glover will make the revisions and copy the document to the Library Board before sending to Personnel Department.

The Library Board members reviewed the next steps: a letter of request will be sent to K. Kelley at Personnel to begin the recruitment of the search for a Library Director; appoint an interim Library Director; create a list of questions for the interviews will be shared with Personnel; and consider inviting some of the Library staff to the final interviews.

Future review of the Library Director and Associate Library Director's job responsibilities will be scheduled and held by the Board.

**Executive Session:** Nothing to present.

**Next Meeting:** The next regular meeting of the Library Board is January 4, 2012.

**Adjournment:** At 11:45 a.m. C. Esposito made the motion to adjourn the meeting. T. Marchant-Shapiro seconded the motion. All were in favor.

Respectfully submitted,

*Patrice A. LeMoine*

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Clerk of the Commission