



WELCOME AND CONGRATULATIONS

on behalf of your community,
you've been entrusted
with managing a search to find
your next library director.



THE NEW DIRECTOR SEARCH PROCESS

will guide trustees and municipal officials through the process of hiring a new library director, from initial steps to hire, by providing advice informed by best practices and experience.

Recruiting and hiring a qualified library director is one of the most important duties a board of trustees will have. Trustees may often serve for a period of several years and never face the challenge of selecting a new library director. It is not surprising, therefore, that the selection of a director can be a strange and new experience for board members.

A realistic assessment of the amount of time needed to find a new director is important.

It may take four months or longer to advertise, consider applications, interview several top candidates, and wait for a decision from the candidate selected.

Director Verification and Resignation

MBLC requires director verification and resignation forms to verify compliance with library director staffing requirements to maintain library certification. These forms include and are found on the State Aid Page.

- **Permanent Director Verification required when permanent director is appointed.**
- **Permanent Director Resignation required when a permanent director resigns.**
- **Acting Director Verification, required when an acting director is appointed.**
- **Acting Director Resignation, required if an acting director resigns**

Action Plan

An action plan is necessary to start the search process promptly and lead to a successful conclusion. The action plan should be developed as soon as the board receives a resignation in writing from the departing director. It should include target dates for completion of each step, including any revisions to the job description, advertising, interviewing candidates, offering the job, having the new director begin work, and orienting the new director to the library and community.

PHASE ONE - PREPARE

STEP ONE: Consideration of whether a member of the staff should be made acting director.

If there isn't enough time to complete the hiring process before the current director will leave, appointing an acting director can help relieve some stress and create time to carry out a thorough, thoughtful hiring process. Someone must be named as an acting director for State Aid compliance.

If the Board does not have anyone qualified to be named acting director, it may have to hire a temporary director.

STEP TWO: Review of the library's existing personnel policies and procedures regarding hiring.

If the library is a municipal department or its employees are municipal employees, trustees must review the relevant city/town personnel policies and procedures, as well as applicable town charter language. Requirements of these policies and procedures must be met during the hiring process.

STEP THREE: Review the required and preferred qualifications and experiences desired in a director

The board must know what the required skills, experience, education, responsibilities are needed to be successful at the job. Focus on the job itself- what is the role of the director.

STEP FOUR: Determination of the salary range that can be offered, and whether the starting salary is negotiable

A competitive salary is one of the most important factors in attracting qualified applicants. The board must know how much it can offer or if they are responsible for discussing salary. This may require discussion with the personnel board, town manager or human resources department.

STEP FIVE: Review and, if necessary, revise the written job description.

The job description provides information essential to both the board and candidates for director, by defining duties, responsibilities, and qualifications.

STEP SIX: Allocation of funds for advertising, recruitment, selection, and hiring expenses.

Selecting a competent and qualified new director is an infrequent and extremely important responsibility of the board. The Board should determine what expenses they are able to cover and identify the funding sources.

PHASE TWO - EXECUTE

STEP SEVEN: Preparation and posting of job advertisement To reach as many potential candidates as possible, director positions should always be advertised.

STEP EIGHT: Decision on procedures for the screening process

All applications must be screened to determine which candidates merit further consideration and which ones do not. Preliminary screening of the applications may be done by human resources, the screening subcommittee, or full board. If the full board does the screening, this must be done in open session, following Open Meeting Law (OML).

STEP NINE: The Interview

An interview is one of the board's best opportunities to further explore a candidate's ability to do the job. And for a candidate to interview the library board and community. The board's preparation for interviewing should be thorough and done well ahead of time.

STEP TEN: Selecting of the Final Candidate, Checking References, and Making the Job Offer

It is recommended that boards wait until after the first round of interviews so that only references of the final candidates need be checked, prior to making the final selection.

When the board has agreed on its top candidate, it should make a job offer without delay. A phone call should be made immediately to the candidate.