

**Freetown Board of Library Trustees**  
Minutes of the Thursday, September 29, 2016 Meeting  
Guilford H. Hathaway Library – Assonet, Mass.

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**Present:** Irene Ashley, Vince Kyne, Mike McCue, Christine Paiva, and Lucille Rosa.

**Absent:** Joe Zinni.

**Guests:** Lisa Pacheco.

**Call to order:** Chairman Lucille Rosa called the meeting to order at 6:00 p.m.

**Executive Session**

Mrs. Rosa stated the board would need to go into executive session to review and consider applications for the Library Technician position, and the board would not return to open session.

A roll call vote was then taken:

- ♦ Mrs. Rosa: Aye
- ♦ Mr. Kyne: Aye
- ♦ Mr. McCue: Aye
- ♦ Mrs. Paiva: Aye
- ♦ Mrs. Ashley: Aye

The vote was unanimous and executive session was then declared in effect. Mrs. Pacheco, as a member of the town's Personnel Board, was invited to stay.

Mrs. Rosa outlined her method of sorting through the applicants, of which there were seventeen in total. After reviewing the job description and vacancy notice, Mrs. Rosa evaluated the applicants based on their completion of the town's employment application form and their experience. She specified that as completing the application form was a requirement, she considered a failure to complete the form as a failure to follow instructions carefully. She then asked what processes were followed by others.

Mr. McCue stated his process was to consider residency in town and surrounding towns first, as the trustees and selectmen have previously expressed a preference for hiring town residents when qualified. Next he considered whether the applicants completed the town's employment application form, followed by the applicants' availability on Wednesday evenings as the new hire is primarily responsible for staffing the Hathaway Library on Wednesdays. Following those preliminaries, he turned to library or teaching experience.

My. Kyne indicated that he looked at residency and experience.

Mrs. Paiva had reviewed all the applications but not whittled down a list of specific candidates to interview.

Mrs. Ashley had similarly not narrowed the list, but had given consideration to the neatness and completeness of the applications.

Mrs. Pacheco rated the candidates primarily on experience and did not consider residency. Mrs. Rosa clarified that aside from a preference for town residents generally, the new hire would also function as a substitute, expected to be available to cover for librarians who call out sick or must leave suddenly, and geographic proximity was important for that reason.

Mrs. Rosa stated that, in no particular order, she narrowed her list of candidates to Lisa Mello, Denise Charland, Cynthia Souza, Jason Oliveira, and Jenna Haskins. Others in the room were asked whether these candidates made their lists, and the results were noted as follows:

- ♦ Mello: Also listed by Mrs. Ashley, Mr. McCue, and Mrs. Pacheco
- ♦ Charland: Also listed by Mrs. Ashley, Mr. Kyne, Mr. McCue, and Mrs. Pacheco
- ♦ Souza: Also listed by Mrs. Ashley, Mr. Kyne, Mr. McCue, and Mrs. Pacheco
- ♦ Oliveira: (omitted from polling by oversight)
- ♦ Haskins: Also listed by Mrs. Ashley and Mrs. Pacheco, and as a back-up candidate by Mr. McCue

Mrs. Rosa then asked if anyone had listed others not listed above.

Mr. McCue stated he had listed Catherine Martin and Lori Bliss. Mrs. Pacheco was also interested in Catherine Martin.

Mr. Kyne stated he listed Cameron Sheedy. Mrs. Rosa stated his application gave the impression he would not be available at the times needed (available after 4:00 on Wednesdays, but needed to be on the job by 3:00).

Mrs. Paiva stated she was interested in Lisa Sargent. Mrs. Pacheco asked why Lisa Sargent had not been included in others' lists, and Mr. McCue and Mrs. Rosa both stated they had disqualified her for not filling out the application form.

Mrs. Pacheco noted that there seemed to be a definite consensus behind Denise Charland, and possibly also Jenna Haskins. Mrs. Rosa felt that there was also a consensus behind Cynthia Souza and Lisa Mello.

Discussion returned to Catherine Martin. Mrs. Rosa said she was also considering Catherine Martin after reviewing her application again and noticing her library experience in Middleboro.

Mrs. Rosa was interested in interviewing Jason Oliveira, but was concerned about the travel time and distance. Mr. Kyne looked up Mr. Oliveira's address on a map of Westport and all were satisfied he lived close enough to have a fifteen or twenty minute commute to Assonet.

Mrs. Rosa believed a consensus had formed around Jason Oliveira, Lisa Mello, Cynthia Souza, and Denise Charland. All were in agreement. Mrs. Ashley asked about Jenna Haskins, and all agreed there was enough interest to interview her as well.

With unanimous consensus, the list stood in no particular order at Oliveira, Mello, Souza, Charland, and Haskins.

It was agreed to have the interviews at the Hathaway Library on Wednesday, October 12th, beginning at 5:30 p.m. Trustees and Mrs. Pacheco to assemble at 5:15.

### **Meeting Adjourned**

The meeting adjourned at 6:58 p.m.

This is a True Record by me.

Attest:   
Michael T. McCue, secretary pro tem