

**TOWN OF WAYLAND – TOWN CLERK’S OFFICE**  
**NOTICE OF MEETINGS OF TOWN OARDS/COMMITTEE/COMMISSIONS**

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**PLEASE TYPE OR PRINT LEGIBLY**

NAME OF BOARD/COMM:               Library Director Screening Committee  
FILED BY:                               Aida Gennis  
DATE OF MEETING:                   May 24, 2023  
TIME OF MEETING:                   3:00 P.M.  
PLACE OF MEETING:                 Wayland Town Building, Select Board Meeting Room  
  41 Cochituate Road, Wayland, MA 01778

*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.*

**AGENDA**

**IN PERSON ONLY**

1. 3:00 P.M.       Public Comment
2. 3:05 P.M.       Review and approval of meeting minutes: May 9, 2023.
3. 3:10 P.M.       Project Plan and Timeline – review updated version.
4. 3:20 P.M.       Personnel Board – review request for approval of Job Description and classification/salary change.
5. 3:30 P.M.       Town Job Posting – review the posting and locations for posting.
6. 3:40 P.M.       Community Profile – discuss, review, possible vote to approve.
7. 4:00 P.M.       Surveying Staff and Trustees - update.
8. 4:05 P.M.       Discuss wish list of qualities & skills for the library director.
9. 4:20 P.M.       First Round Interview Questions – review, discuss draft questions.
10. 4:40 P.M.       Next Meeting Date – 5/31, 3 P.M. at Wayland Town Building.
11. 4:45 P.M.       Questions or concerns and topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.
12. 4:50 P.M.       Adjourn