

**Chaplin Senior Center
Board of Directors
132 Chaplin Street
Chaplin, CT 06235**

The Board of Directors for the Chaplin Senior Center met for a Special Meeting on Wednesday, February 10, 2021 in the community room of the Chaplin Senior Center and via the GoToMeeting app.

Members present: Chair Irene Schein, Walter Zlotnick, Ann Lewis, Shirley Rakos, Cathy Dietrichsen, Carl Linkkila, Jeanette Haines, and Victoria Northrop (recording clerk).

Due to the COVID-19 pandemic the meeting was audio-broadcast and recorded through the “GoToMeeting” app in accordance with CT Executive Order 7s.

- 1. Irene started the recording and called the meeting to order at 9:31 a.m.**
- 2. The first item on the agenda was to discuss the criteria for the Director position, and questions appropriate for the interview**

Ann Lewis had provided a proposed list of criteria on which to base the questions prior to the meeting which was as follows:

- a) proven ability to create, organize, and carry out programs that meet the needs and interests of the town's senior population.*
- b) proven ability to learn new skills and gather new information needed in order to carry out new and existing senior center programs.*
- c) proven ability to forge strong, positive relationships with seniors, volunteers, staff, and board members.*
- d) willingness to be responsible for all of the functions and duties of running a senior center (except food preparation).*
- e) proven ability to recruit and train appropriate volunteers to assist in center functions as needed.*
- f) proven ability to collaborate with board members to generate ideas for new programs and to build upon existing programs.*

Irene then asked for comments on this list and any additions.

Jeanette Haines stated that from her interviewing experience, the questions “why do you want this job?” and “what are your aspirations?” were important questions she might add. It was noted that one of the candidates had a history of only staying in a position for an average of two years and that there were questions about why she moved from job to job so often. Other questions were raised about her degree of hands-on experience, and that in some senses she seems overqualified for the position of running a small rural senior center.

Jeanette referred to her own library board experiences with hiring a library director. She emphasized the importance of a person’s involvement with their community and why enthusiasm for the community matters vs. it simply being a job opportunity for someone

outside the community. Shirley then added that if someone is not invested in the community, it might mean a shorter tenure—our seniors need someone invested in the community, and not just an administrative director. Carl was also concerned about the two year average and hopping job to job. Ann then suggested a return to the topic of questions to ask the candidates.

It was proposed to ask the candidate's reasons for going from a larger to a smaller facility. Irene also proposed the question of how the candidate would, in a time of pandemic, reach out and recruit new membership, emphasizing that that would be a difficult task if one is unfamiliar with the community.

Jeanette and Ann then suggested that Ann's criteria be re-worded into questions. **Irene agreed that these would be good questions -- A motion was raised, seconded, and carried to make these criteria into questions.**

- 3. Election of a representative to serve on the interview committee:** Irene then asked for volunteers to serve on the interview committee. Jeanette initially stated that she's reluctant because she doesn't have a long history with the Senior Center and is less familiar with the details of its programs. Ann then said that her impartiality might be a positive thing. Jeanette stated that she might like to have an experienced board member with her to help evaluate the candidate's ability with the specific actual programs and then stated that she would be willing to do what the board needs her to do. Ann declined for health reasons. Irene emphasized that the interviews would be conducted masked and socially distanced. **Carl made a motion for Jeanette to be named as the interview committee representative, which was then seconded and carried.**

Ann and Irene then stated that they could be available by external link (text) during the interviews in case Jeanette or the candidate(s) have any questions about the Center that Jeanette needs assistance in answering.

- 4.** The meeting was adjourned at 9:51 a.m.

Minutes submitted by Victoria Northrop, recording clerk