

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee Meeting
Bradley Room
August 25, 2021

Present - Trustees: Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer, Linda Wilberton; Alternate Trustees: Nancy Bell, Steve Farley, Deborah Long-Smith; Library Foundation President: John Sandeen; Friends of the Library President: Judy Crosley; Selectmen's Liaison: Linda Murray. The meeting was called to order by Linda Wilberton at 3:32 pm.

New Business

Appoint a Chair and Co-Chair

Chair: Candy Thayer; Co-Chair: Sandy Hurd

Create a Timeline

John Sandeen will put together a timeline. Linda M. will send John an example of a timeline.

Form Committees:

- **Position Posting:** Steve will write-up a job posting for the library director position. Linda M. will email Steve and Candy the town manager job description information.
- **Interviews:** An interview committee will be formed in the near future. Discussion included involving library staff, board members and town staff on the committee.
- **Check References:** discussion at further meetings.
- **Set Qualifications: MLS; Experience in Technology; Audio-visuals; Collection development and Library Administration:** further discussion at next meeting.
- **Salary Range Structure:** Sandy will inquire into salary ranges at several NH libraries and email that information to Steve and attendees at this meeting.

In addition:

- Linda W. will speak with Library Director, Cindy Scott, regarding updating the library director job description; key items to put in the job posting; and handling the interim between her end date and start date of a new library director.
- Candy and Linda W. will speak to Michele Chamberlain, HR Coordinator in the Town Finance Department, regarding benefits, the budget, and any additional information.
- Nancy will contact Kingswood Regional High School Library Media Specialist, Karen Libby, for general information.
- The group agreed to initially focus on posting the job position locally and in New England.
- The search committee basically is comprised of all attendees at this meeting.

Other New Business

Date of next meeting: Wednesday, September 1, 2021 @ 3:30 pm – Bradley Room

Non-Public

John made a motion to adjourn the meeting and Doug seconded the motion. The meeting adjourned at 4:48 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings:

Library Director Search Committee Meeting – Wednesday, September 1, 2021 @ 3:30 pm
(Bradley Room)

Note: Minutes are UNAPPROVED until voted on by Board.