

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee Meeting
Bradley Room
September 22, 2021

Present - Trustees: Mike Babylon, Sandra Hurd, Linda Wilberton; Alternate Trustees: Steve Farley, Deborah Long-Smith; Library Foundation President: John Sandeen; Friends of Library President: Judy Crosley, Selectmen's Liaison: Linda Murray. The meeting was called to order by John Sandeen at 3:29 pm.

There were no changes or corrections to the minutes from the meeting of September 15, 2021. Sandy made a motion to accept the minutes. Linda W. seconded the motion. All voted in favor.

Old Business:

Finalize list of qualities desired in new director:

Collaboration (#9) was added to the list of Library Director – Basic Qualities. John made a motion to accept this addition to the list, seconded by Steve. All voted in favor.

Make interim plan changes, as needed:

The committee agreed to touch base after Thanksgiving regarding extending interim positions, if necessary.

Linda W. will obtain interim job descriptions from Library Director, Cindy Scott.

Add to draft of uniform list of interview questions:

The committee discussed the first draft of the Uniform List of Interview Questions. A new list of questions was developed from this discussion. Sandy will write up these questions and send to Steve for further additions. Steve, Sandy and Deborah will then meet to review the list in order to prepare a final draft for review at the October 6, 2021 committee meeting.

The interview process was discussed as follows:

1. First interview would be virtual (via Zoom); one hour per potential candidate (45 minutes for interview questions; 15 minutes for potential candidate to ask questions).
2. Send out Written Questionnaire/Essay to potential candidates.
3. In-Person Interviews (semi-finalists).

Begin to develop candidate questionnaire:

Ongoing discussions continue.

Other Old Business:

Resumes continue to be received for the Library Director position. Candace Thayer and Sandy will review resumes to determine which ones are not qualified for the position. The remaining resumes will then be reviewed by the committee.

New Business:

Assign committee member to obtain benefit package from HR:

Linda M. offered to obtain the benefits package from the Town Human Resources Department.

Make timeline adjustments:

The Timeline will be amended by John Sandeen to reflect revisions.

Upcoming Meetings:

The next meeting will be held on Wednesday, September 29, 2021 @ 3:30 pm Bradley Room.

Judy made a motion to adjourn at 4:24 p.m. Seconded by Steve. All voted in favor.

Respectfully submitted,
Sandra Hurd
Trustee

Note: Minutes are UNAPPROVED until voted on by the Committee