

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee Meeting
Bradley Room
October 13, 2021

Present - Trustees: Sandra Hurd, Doug Smith, Candace Thayer (by phone), Linda Wilberton, Alternate Trustees: Nancy Bell, 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 Sandra Hurd at 3:34 pm.

John Sandeen made a motion to accept the minutes from the meeting of October 6, 2021. Seconded by Doug Smith. All voted in favor.

Old Business:

Time changes for Monday virtual interviews

The time for the Web Ex meeting on Monday, October 25 has been changed back to 12:00 p.m. to 4:00 p.m. which is the original scheduled time.

Updates on Resumes:

To date, 24 resumes have been considered. The committee agreed to conduct virtual interviews with eight candidates, pending the cutoff date of October 15. The committee also agreed that if any other resumes are received by October 15, they will be considered for interview if deemed appropriate. Selections for available time slots will be filled on a first contact basis.

Candidates will also receive essay questions when they are notified of the interview process. The answers to the questions will need to be received by October 25. The chosen candidates will be informed as to the remainder of the selection process and preparation for in-person interviews around November 1.

Finalize candidate essay questionnaire

Library applicant essay questions were reviewed and accepted with one spelling correction.

Review schedule of interview phases

A discussion of the draft for the "No thank you" letter to soften the wording was addressed.

Linda Murray will check with the Wolfeboro Police Department to see if they would be available to run background checks on any New Hampshire candidates.

Review virtual interview logistics

Interviews will be held Thursday, October 21, Friday, October 22, and Monday, October 25 from 12:00 p.m. until 4:00 p.m. The backup date of Saturday, October 23 from 12:00 p.m. until 4:00 p.m. may be used if a candidate is unable to be available for the weekday interviews.

Cindy Scott, Mike Babylon, and Jeanne Snowdon are all familiar with the OWL which will be used during the virtual interviews to enhance the process by allowing visual access directed to the speaker.

Other Old Business

Joyce Davis, Jeanne Snowdon, and Lori Pankowski have all agreed to be a part of the interview process for the final in-person candidate interviews.

New Business

Make TimeLine adjustments

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

Upcoming Meetings

The next meeting will be held on Wednesday, October 20, 2021 @ 3:30 p.m. in the Bradley Room.

A short meeting of the Trustees will be held following this meeting to discuss potential changes of assignments.

John Sandeen made a motion to adjourn at 4:17 p.m. Seconded by Doug Smith. All voted in favor.

Respectfully submitted,
Nancy Bell
Alternate Trustee

Note: Minutes are UNAPPROVED until voted on by the Committee