

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee Meeting
Bradley Room
October 20, 2021

Present - Trustees: Sandra Hurd, Doug Smith, 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 3:33 pm.

John Sandeen made a motion to accept the minutes from the meeting of October 13, 2021. Seconded by Doug Smith. All voted in favor.

Old Business:

Updates on candidate interview process/scheduling:

Applicants were notified about the status of their application for the library director position. Interview requests and essay questions were sent to select applicants and dates scheduled for the virtual interviews. At this point interviews will be conducted on Friday, October 22 and Monday, October 25.

Library staff will be available to help set up the Meeting OWL for the WebEx interviews. It was agreed that the committee would arrive at the library at 11:30 am in order to set up the equipment and be ready to start on time.

Review Virtual interview questions

The committee is satisfied with the interview questions as presented with one change. Steve Farley will include a comment section for anyone who would like to ask a question about a candidate's resume under his question on personal style. Committee members who would like a specific question asked should submit the question to Steve to be included. Judy Crosley suggested this change with which all agreed.

Plan semi-finalist in-person times and procedures.

The date of November 12 was selected for in person interviews as a starting point. Library staff will be advised of the day for the interviews. The semi-finalists will be interviewed in small groups. This will be discussed at a future meeting.

Other Old Business

Background information will take at least two (2) weeks after finalist selection.

New Business

Make TimeLine adjustments

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

Upcoming Meetings

The next Search Committee meeting will be held on Wednesday, October 27, 2021 @ 3:00 p.m. in the Bradley Room.

At 4:15 pm a short meeting of the Board of Trustees will be held following the Search Committee meeting to discuss potential changes of assignment.

John Sandeen made a motion to adjourn at 4:20 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