

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee Meeting
Bradley Room
October 27, 2021

Present - Trustees: Linda Wilberton, Candace Thayer (phone) 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 John Sandeen at 3:01pm.

Linda Wilberton made a motion to accept the minutes from the meeting of October 20, 2021. Seconded by Judy Crosley. All voted in favor.

Old Business:

Conclude top candidate interviews

Six candidates were interviewed virtually. The committee reviewed the responses and evaluated each person. Three were chosen for in-person interviews. The chosen candidates all accepted the opportunity to be interviewed. Interviews are scheduled to be held on Monday, November 8.

Steve Farley will draft an email to be sent to the candidates not chosen to continue in the process.

Preparation for in-person interviews

The process for the in-person interviews will consist of three groups of committee members divided into pods. Each pod will ask questions concerning an assigned subject area.

The schedule will be set up as follows:

9:00 – 10:00 a.m. – First Interview

10:00 – 10:30 a.m. – Break

10:30 – 11:30 a.m. – Second Interview

11:30 – 12:00 p.m. – Tour of the Library

12:00 – 1:30 p.m. – Lunch

1:30 – 2:30 p.m. – Third Interview

2:30 – 3:00 p.m. – Break

3:00 – 4:00 p.m. – Interview Committee review

Pod Topics:

Pod #1 – Budget and Building Operations, Human Resources

Lori Pankowski, Linda Murray, John Sandeen, Doug Smith

Pod #2 – Patron and People Skills, Staff Development

Jeanne Snowdon, Linda Wilberton, Sandy Hurd, Nancy Bell

Pods #3 – Library Programming and Library Growth

Joyce Davis, Deborah Long-Smith, Judy Crosley, Candace Thayer, Steve Farley

Each committee member is asked to develop 3 or 4 questions that would be relevant to their subject area.

Other Interview Information

Community members will be asked to be available to meet with candidates during the lunch or dinner hours to give information about the community.

Real Estate agents will be asked if they are interested in taking the candidates around to visit the area.

Plans will be made to locate available lunch and dinner locations. Trustees will be available to join the candidates.

Trustees will be available to provide transportation for candidates to/from the airport.

The Library Foundation approved a Grant Request for \$4500 from the Library to provide travel assistance funds for the three semi-finalist candidates.

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, November 3, 2021 @ 3:30 p.m. in the Bradley Room.

Linda Wilberton made a motion to adjourn at 4:05 p.m. Seconded by Steve Farley. All voted in favor.

Respectfully submitted,
Nancy Bell
Alternate Trustee

Note: Minutes are UNAPPROVED until voted on by the Committee