

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Library Director Search Committee Meeting**  
**Bradley Room**  
**September 29, 2021**

Present - Trustees: Sandra Hurd, Doug Smith, Candace Thayer (by 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 Sandra Hurd at 3:30 pm.

John Sandeen made a motion to accept the minutes from the meeting of September 22, 2021. Seconded by Doug Smith. All voted in favor.

**Old Business:**

**Review interim director job descriptions**

This item of business is no longer necessary and can be removed as the list of responsibilities has been completed internally. Joyce Davis will be the main contact until a new library director is selected.

**Status of the list of interview questions for virtual interviews**

Steve Farley put together a list of potential questions for the virtual interviews which were very well received by the committee. Steve will amend the list with input received from the committee and have it ready for next week. The questions included an ice breaker, management style, library/business acumen, customer service, and personal style.

**Develop written questionnaire/essay**

A discussion was held on the best way to formulate essay questions to be asked of candidates selected after the initial virtual interviews. It was decided that everyone on the committee should come up with two questions to be reviewed at next weeks meeting. Questions will be emailed to John Sandeen by Monday and he will consolidate them for presentation. Questions could reflect learning experiences, creativity or logic as well as the ability to follow directions properly.

**Other Old Business**

Mike Babylon will no longer be a member of the Library Director Search Committee as he has accepted the IT position at the library.

Linda Murray has obtained a benefits package from the Human Resources Department of the Town of Wolfeboro to have on hand while discussing the Library Director position.

**New Business**

**Assign committee members to conduct virtual interviews:**

Volunteers were asked for to conduct the interviews.

Linda Wilberton	Ice Breaker
Doug Smith	Management Style
Candace Thayer	Library/Business Acumen
Sandra Hurd	Customer Service
Steve Farley	Personal Style

Other members of the committee will be present in the room but not on screen to allow them to listen to the interviews

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

**Other New Business**

The interview process will begin with a virtual meeting. Following the interviews, essay questions will be emailed to the top 3 or 4 candidates. After review of these answers, in person interviews will be scheduled.

Resumes are due by October 15.

The initial virtual interviews will be held on Thursday, October 21, Friday, October 22, Saturday, October 23 and Monday, October 25. Each interview will be one hour in length with 45 minutes for questions and 15 minutes for the applicant questions. Nancy Bell has agreed to be timekeeper. Interviews will run from 12:00 p.m. until 4:00 p.m., adjusted as needed.

Interview #1	12:00 p.m. – 1:00 p.m.	Discussion: 1:00 p.m. to 1:30 p.m.
Interview #2	1:30 p.m. – 2:30 p.m.	Discussion: 2:30 p.m. to 3:00 p.m.
Interview #3	3:00 p.m. – 4:00 p.m.	Discussion: 4:00 p.m. until finished.

Discussion was held concerning the library budget for next year and the requirement to write a letter to the Board of Selectman regarding the salary for the next Library Director and insurance plan as well as information for the salary changes for Joyce Davis, Jeanne Snowdon, Lori Pankowski, and Cindy Scott. These will need to be approved by the Trustees and ready to submit to Selectman on Thursday, October 7 at 6:00 p.m.

**Upcoming Meetings**

The next meeting will be held on Wednesday, October 6, 2021 @ 3:30 pm Bradley Room.

Sandra Hurd made a motion to adjourn at 4:35 p.m. Seconded by John Sandeen. All voted in favor.

Respectfully submitted,  
Nancy Bell  
Alternate Trustee

**Note: Minutes are UNAPPROVED until voted on by the Committee**