

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Library Director Search Committee Meeting**  
**Bradley Room**  
**November 3, 2021**

Present - Trustees: Linda Wilberton, Sandra Hurd, Doug Smith, 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, Children's Librarian: Jeanne Snowdon, Asst. Library Director: Joyce Davis, Administrative Assistant: Lori Pankowski. The meeting was called to order by Sandra Hurd at 3:36 pm.

Joyce Davis noted that library personnel had been left off the list of those present from the last meeting. Nancy will make the changes. John Sandeen made a motion to accept the minutes from the meeting of October 27, 2021 as corrected. Seconded by Doug Smith. All voted in favor.

**Old Business:**

**Review Schedule for semi-finalist candidate in-person interviews**

The three chosen semi-finalists have been contacted to confirm that their arrangements have been completed. Sandra Hurd discussed some of the details regarding flight times and transportation issues.

**Present feedback from semi-finalist reference checks**

References were provided by the candidates and contacted by members of the committee. References contacted varied from three to five for each candidate. All candidates received acceptable and positive results.

**Other Old Business**

A conditional offer of employment will be offered to the chosen candidate dependent upon background checks.

Nancy asked for a review of the questions that she had compiled for the interviews. Others gave advice on their thoughts for handling the interviews. The library staff has developed questions to be a part of the interviews.

The Search Committee will review the semi-finalist interviews on November 10. Candidates will be notified no later than November 19 of the decision made by the Board of Trustees.

Members of the committee should be at the Library on Monday, November 8 by 8:00 a.m. to help set up for the interviews. Everyone should arrive no later than 8:30 a.m.

### **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 10, 2021 @ 3:00 p.m. in the Bradley Room.

Sandra Hurd made a motion to adjourn at 4:45 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**