

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Library Director Search Committee

Bradley Room

March 7, 2023

Present - Trustees: Linda Wilberton, Doug Smith, Stephen Farley, Nancy Bell, Brodie Deshaies, Alternate Trustees: Diane Bolduc, Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis, Co-Acting Director: Jeanne Snowdon, Administrative Assistant: Lori Pankowski, Library Friends President, Judy Crosley, Representative for the Board of Selectman: Linda Murray. The meeting was called to order by Stephen Farley at 3:01 p.m. John Sandeen was absent.

Lori Pankowski made a motion to approve the minutes from the meeting of February 21. The motion was seconded by Doug Smith. All voted in favor.

Public Input (none).

Old Business

Review Most Recent Timeline

There will be no meeting of the Search Committee scheduled for March 14 as meetings will be held on March 13, 15, and 17 for interviews. Monday meeting at 10:00 a.m., Wednesday meeting at 1:00 p.m. and Friday meeting at 10:00 a.m.

Employment Contract

A meeting was held last week with Naomi Butterfield and members of the committee. It was a productive meeting. A sample offer of employment letter was presented to the committee to be reviewed. Amendments will be made including specification of a contract with term of employment. Naomi will be asked questions about certain points in the offer. The suggestion was made that the term of the contract be one year.

The Human Resource committee will meet following the Search Committee meeting to discuss essential job functions to be included with the offer. Salary will be finalized by the Board of Trustees. The actual start date of the contract will be determined.

Logistics

Linda Wilberton will meet and greet the candidates at the entrance to the library. Approximately 20 minutes will be allowed for the candidates to meet with staff and view the library. Trustees who are not asking questions will be included in the meet session. The questioners are Steve Farley, John Sandeen, Linda Wilberton, and Diane Bolduc.

Name tags will be provided for committee members and staff. Paper and pens will be available for those who are not asking questions to use if they would like to supply a question to the questioners. The last questioner will ask any questions submitted by the committee. The Search Committee members will be introduced at the end of the interview.

Non-Public Session

A motion was made to enter Nonpublic Session by Brodie Deshaies. Judy Crosley seconded.

Public Session resumed at 4:22 p.m.

A motion was made to seal the minutes by Diane Bolduc, seconded by Doug Smith because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll call vote to seal the minutes:

Doug Smith	Y	Steve Farley	Y	Linda Wilberton	Y
Lori Pankowski	Y	Nancy Bell	Y	Linda Murray	Y
Sandy Whittier	Y	Brodie Deshaies	Y	Diane Bolduc	Y
Joyce Davis	Y	Jeanne Snowden	Y	Judy Crosley	Y
Sharon Marigliano	Y				

The motion passed.

Old Business - None

New Business

Note: Interviews will be held in nonpublic session. References will be contacted after the interviews. Timeline items scheduled for the March 7 meeting will be moved to Week 19.

Upcoming Meetings

Library Director Search Committee - Monday, March 13, 2023 - 10:00 a.m.

Regular Board of Trustees Meeting - Monday, March 13, 2023 - 3:30 pm

Town Meeting/Election Day March 14, 2023 - 8:00 am- 7:00 pm

Library Director Search Committee - Wednesday, March 15, 2023 - 1:00 p.m.

Library Director Search Committee - Friday, March 17, 2023 - 10:00 a.m.

Human Resources Committee Meeting - Tuesday, March 18 - 1:45 p.m.

Policy & Procedures Committee Meeting - Friday, March 24 - 4:00 p.m.

Brodie Deshaies made a motion to adjourn the meeting 4:26 p.m. Doug Smith seconded the motion. All voted in favor.

Respectfully submitted,
Nancy Bell
Search Committee Secretary

Note: Minutes are UNAPPROVED until voted on by the Library Director Search Committee