

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee
Bradley Room
January 17, 2023

Present - Trustees: Linda Wilberton, Doug Smith, Brodie Deshaies, Nancy Bell, Alternate Trustees: Diane Bolduc, Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis, Co-Acting Director: Jeanne Snowdon, Administrative Assistant: Lori Pankowski, Library Foundation President: John Sandeen, President of the Library Friends: Judy Crosley, Representative for the Board of Selectman: Linda Murray. The meeting was called to order by John Sandeen at 3:04 p.m.

Approval of Minutes of January 10, 2023

A motion was made to approve the minutes of January 10 by Diane Bolduc. Doug Smith seconded the motion. One abstention, all others voted in favor.

Public Input (none).

Old Business

Report from Nancy Bell and Diane Bolduc on Receipt of Applications

There have been 11 applications received to date. Copies of the applications will be available for committee review in the Administrative Office. Members can contact Lori Pankowski to set up a time.

Linda Murray advised that the Search Committee is required go to into Nonpublic Session in order to discuss special aspects of the resumes.

New Business

Approval of Director's Interview Questions

Discussion was held as to what the interview process would entail. with attention given to which questions would be presented at the preliminary interview, final interview and who would be asked to respond to essay questions.

Preliminary Process Steps:

- Evaluate the Resumes
- Select the Interview Prospects
- Schedule the Interviews.
- Discussion of Interviews when completed
- Develop further questions to be presented to finalists

A list of potential questions had been developed by Diane Bolduc for interviews. Sharon has provided a list of potential essay questions. The questions were reviewed, analyzed, and revised where needed.

A discussion as to the necessity for essay questions vs. interview questions was held and when and where they should be asked.

Brodie made a motion not to do essay questions, but to ask for written submissions from candidates of examples of their writing relating to library matters written in the last two years. The motion was seconded by Diane Bolduc. All voted in favor.

The potential exists to use the questions supplied as essay questions for finalist interview questions or to be added to the initial interview question list.

It was agreed that when we get to the in-person interview process, only one candidate will be seen at a time.

Diane will develop a revised list to be presented at the next meeting.

Review Timeline

John Sandeen will update the timeline based on the discussions held today.

John Sandeen made a motion to adjourn the meeting 4:30 p.m. Diane Bolduc 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