

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee
Bradley Room
November 29, 2022

Present - Trustees: Linda Wilberton, Stephen Farley, Nancy Bell, Alternate Trustees: Diane Bolduc, Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis, Youth Service Librarian/Co-Acting Director: Jeanne Snowdon, Representative for the Board of Selectman: Linda Murray, Foundation President, John Sandeen, Friends President: Judy Crosley, Public At-Large member: Brodie Deshaies, Ossipee Public Library Director: Maria Moulton. The meeting was called to order by Stephen Farley at 3:01 p.m.

Approval of Minutes of November 22, 2022

Nancy Bell stated that Diane Bolduc had asked her to correct the minutes from November 22 to indicate she was not present. Sandy noted that Sharon's last name was spelled incorrectly. It was also noted that Poet was misspelled under one year goals literature awards. John Sandeen made a motion to have the minutes accepted as corrected. Linda Wilberton seconded. All voted in favor.

Public Input (none required).

Old Business

Discussion of Library Director Job Description

A draft was presented by John Sandeen for the committee to review. Discussion included the addition to maintain a working relationship with the town under Essential Functions. It was suggested that placement of certain items be changed. Other revisions were made including a suggestion by Brodie Deshaies that it is desirable for the candidate to have a strong understanding of the functions of public meetings and statutes to present to the Board of Trustees.

John Sandeen made a motion to accept the Library Director's Job Description as corrected. Steven Farley seconded the motion. All voted in favor.

Linda Murray made a motion that the recommendation for changes to the Wolfeboro Public Library Director Position Job Description be made to the Board of Trustees at their next scheduled meeting which is on December 12. The motion was seconded by John Sandeen. All voted in favor.

Discussion of Library Director Advertisements

Sample advertisements were presented for consideration by the committee. It was decided that Salary range would read: Salary commensurate with qualifications and experience. The position is full-time, salaried and includes a generous benefits package including Health, Dental,

and Life Insurance, Short and Long Term Disability Insurance and Retirement. It was agreed that standard benefits such as FICA would not be listed.

Mentioned as possible posting sites were New Hampshire, Maine, Vermont and Massachusetts Job Line, ALA, Carroll County Independent, Granite State News, Laconia Evening Citizen, Concord Monitor, Manchester Union Leader. Library sites will be the top priorities. Cost will be a determining factor.

Ads will probably run from December 15 to January 15 with a reply to be received by January 30, 2023 at 5:00 p.m. EST. John will work on a final draft copy for the committee to approve.

Joyce and Jeanne will check to make sure the library director search email is still functioning. Nancy Bell agreed to be a contact for the emails. She will be assisted by the Human Resources Committee.

Discussion of Survey

Discussion of a community survey was held. Changes were made that would enable the ease of filling out the survey. Brodie will update the sample survey to present to the committee next week. It was agreed that the survey will be sent out after January 1, 2023. Some of the areas to be posted may include Constant Contact, Wolfeboro Community Page, Library Web Site, Survey Monkey and Town websites such as Parks and Recreation. It will also be available at the front desk at the library.

Diane Bolduc and Sandy Whittier met with Staff to discuss their ideas for the process of hiring a Library Director. Excellent skills and attributes were presented as well as technical, administrative and communication requirements. It was also suggested that the staff be able to provide input into the interview phase of the process by providing sample scenarios and/or questions.

Review Timeline

John will update the timeline.

Other New Business

Steve summarized the meeting and stated that the committee is up to date with the timeline.

The next meeting of the Search Committee will be on Tuesday, December 6 at 3:00 p.m.

Steve Farley adjourned the meeting at 4:31 p.m.

Respectfully submitted,
Nancy Bell
Search Committee Secretary

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