



WEEKS PUBLIC LIBRARY

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Search Committee Meeting Minutes Virtual Via Zoom Monday, May 17, 2021

Present: Committee Chair Dane Peters; Members Stuart Bauder, Eileen Bischoff, Susan MacDonald, Chris Peters. John Balboni was not present.

1. Open Meeting –

Chair Dane Peters opened the meeting at 6:34 p.m.

2. Virtual Meeting Announcement –

- It was announced the meeting was being held virtually via Zoom. A checklist to ensure meetings are compliant with the Right-To-Know Law during the State of Emergency was read by Chris Peters.
- Attendance of members was taken by roll call: Stuart Bauder – present, Eileen Bischoff – present, Susan MacDonald – present, Chris Peters – present, Dane Peters – present.

3. Approve Minutes –

A motion was made by Stuart Bauder and seconded by Susan MacDonald to approve the minutes of the May 10, 2021 meeting. Roll call vote: S. Bauder – aye, E. Bischoff – aye, S. Macdonald – aye, C. Peters – aye, D. Peters – aye. All in favor, motion passed.

4. Old Business –

- a. Timeline Review – The Timeline was discussed.
- b. Update on Posting – Susan MacDonald will check on the status of the posting extension, including any expiration dates. Chris Peters posted the position on the New Hampshire Library Trustees WHOVA platform.
- c. Review New Candidate Applications – No new applications were received.
- d. Review Library Candidate Rubric Scores – The rubric scores of the four initial candidates were reviewed.
- e. Next Steps on Interview Questions and Selection Process – Committee members will select their top 5 questions from the 30 submitted and indicate those 5 by putting their first initial in the box to the right of the question on the worksheet. Ten interview questions will be selected from those choices. Top 5 questions are due to Dane Peters by Thursday, May 24. Dane Peters will contact our 2 top candidates to set up interviews. Target date for interviews is Monday, May 24 at 6:30-7:00 p.m. and 7:30-8:00 p.m.

A motion was made by Stuart Bauder and seconded by Susan MacDonald that all willing committee members will be included in the interviews for each selected candidate. Roll call vote: S. Bauder – aye, E. Bischoff – aye, S. MacDonald – aye, C. Peters – aye, D. Peters – aye. All in favor, motion passed. Committee recommendations will be presented to the Weeks Public Library Board of Trustees.

5. New Business –

There was no new business.

6. Action Items –

- All committee members are to select their top 5 interview questions on the Semi-Finalist Candidate Interview Questions Worksheet by Thursday, May 20.
- Dane Peters will contact our 2 top candidates to schedule interviews.

7. Next Meeting –

If candidate interviews are not scheduled for Monday, May 24, the committee will hold their regular meeting that evening at 6:30 p.m. via Zoom.

8. Adjournment –

A motion was made by Chris Peters and seconded by Dane Peters to adjourn the May 17, 2021 meeting. Roll call vote: S. Bauder – aye, E. Bischoff – aye, S. MacDonald – aye, C. Peters – aye, D. Peters – aye. All in favor, motion passed.

The May 17, 2021 meeting was adjourned at 7:10 p.m.

Respectfully submitted,
Eileen M. Bischoff