



WEEKS PUBLIC LIBRARY

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Search Committee Meeting Minutes Virtual Via Zoom Monday, April 5, 2021

Present: Committee Chair Dane Peters; Members John Balboni, Stuart Bauder, Eileen Bischoff, Susan MacDonald, Chris Peters.

1. Open Meeting -

Dane Peters opened the Search Committee meeting at 6:30 p.m. It was announced the meeting was being held virtually through Zoom. A checklist to ensure meetings are compliant with the Right-To-Know Law during the State of Emergency was read by Chris Peters.

2. Minutes Approval -

A motion was made by Stuart Bauder and seconded by John Balboni to approve the minutes of the March 29, 2021 meeting as written. All members were in favor and the motion passed.

3. Committee Assignments -

- a. Define goals and objectives - The Committee's goal remains to have a new Library Director in place by July 1, 2021.
- b. Timeline - The March 30, 2021 Search Timeline draft was discussed.
- c. Posting - The Committee set a goal of job posting by April 15th. Susan MacDonald advised the position paper should be posted at the Greenland Town Offices, the Weeks Public Library, on the Weeks Public Library website, the Library Job Quorum through the NH State Library, and via library email to ListServ. The posting on ListServ and the NH State Library job line should have a narrower focus, with note to see full job description, requirements and salary range on the WPL website. Chris Peters and Susan MacDonald will work on narrowing the focus for ListServ and NH State Library postings and send the revised position paper to the committee for review and comments before it is presented to the WPL Board of Trustees at their April 13, 2021 meeting. A closing date for applications was set for May 7th. Applicants will need to provide a cover letter, resume and three references.
- d. Applicant rubric - The rubric developed by Chris Peters and Stuart Bauder was reviewed.

4. Next Steps –

Interview questions will need to be developed. Dane Peters will provide some examples and post a Google Doc with editing provisions so that committee members can submit interview questions. A benchmark of 10 final interview questions and an interview length of 45 minutes was suggested.

5. New Business –

Susan MacDonald will provide some photos of the expansion progress to be inserted into the position paper on the WPL website.

6. Next Meeting –

The next meeting of the Search Committee will be held Monday, April 12, 2021 at 6:30 p.m. via Zoom.

7. Adjournment –

A motion was made by John Balboni and seconded by Stuart Bauder to adjourn the April 5, 2021 meeting. All members were in favor and the motion passed. The April 5, 2021 meeting was adjourned at 7:06 p.m.

Respectfully submitted,
Eileen M. Bischoff