



WEEKS PUBLIC LIBRARY

36 Post Road | Greenland | New Hampshire | 03840-0430 | PH: 603-436-8548 | FX: 603-427-0913 | www.weekslibrary.org

Search Committee Meeting Minutes Virtual Via Zoom Monday, May 10, 2021

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

1. Open Meeting

Chair Dane Peters opened the meeting at 6:30 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: John Balboni – present, 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 Chris Peters to approve the minutes of the April 26, 2021 meeting. Roll call vote: J. Balboni – aye, 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 – We are waiting for the closing of the first posting period (May 14) to update the timeline.
- b. Update on Posting – Due to the small number of candidate replies received, the committee discussed reposting the position after the original May 14 closing date. A motion was made by Eileen Bischoff and seconded by John Balboni to repost the position on May 15, 2021. Roll call vote: J. Balboni – aye, S. Bauder – aye, E. Bischoff – aye, S. MacDonald – aye, C. Peters – aye, D. Peters – aye. All in favor, motion passed. A further discussion was held as to whether the salary range should remain in the posting or be removed. The committee agreed to keep the salary range in the posting at this time. This can be revisited at a later date.
- c. Review Candidate Applications Received to Date – Three applications have been received to date, two for the permanent position and one for an interim

position. The members of the committee will review the applications received using the Library Candidate Rubric by the next meeting.

d. Next Steps –

- Chris Peters and Eileen Bischoff will update the Weeks Public Library Trustees at their meeting on May 11, 2021.
- John Balboni will follow up with his contact at the State of NH to see if there is anything we can do to generate more responses to our posting. He will also follow up with Simmons University in Boston.
- Susan MacDonald will investigate other possibilities for reposting the position.
- Committee members will review, by the next meeting, the candidate applications received to date.

5. New Business –

The committee discussed the hiring of an interim director. Chris Peters and Eileen Bischoff will discuss this possibility with the Weeks Public Library Board of Trustees at their May 11, 2021 meeting.

6. Next Meeting –

The next meeting of the Search Committee will be held Monday, May 17, 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 May 10, 2021 meeting. Roll call vote: J. Balboni – aye, S. Bauder – aye, E. Bischoff – aye, S. MacDonald – aye, C. Peters – aye, D. Peters – aye. All in favor, motion passed.

The May 10, 2021 meeting was adjourned at 7:08 p.m.

Respectfully submitted,
Eileen M. Bischoff