



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, April 12, 2021

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

1. Open Meeting –

Dane Peters opened the Search Committee meeting at 6:31 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 Susan MacDonald and seconded by John Balboni to approve the minutes of the April 5, 2021 meeting as written. All members were in favor and the motion passed.

3. Old Business –

- a. Timeline Update – The timeline was reviewed.
- b. Review Candidate Interview Questions – Questions have been received from the majority of the Committee and will be reviewed for use when applicants are narrowed down at the semifinalist level.
- c. Posting – The position paper will be reviewed by the Weeks Public Library Board of Trustees at their April 13, 2021 meeting and the salary range will be discussed. Susan reviewed posting locations. Target posting date remains April 15, 2021. Susan was unsure how much lag time there is on the NH State Library Job Line between the date the posting is received and the date it goes up on the Job Line, John will investigate the timing. The due date for applications was pushed out to May 14, 2021.

4. Next Steps –

Chris and Eileen will discuss salary and benefits at the April 13, 2021 Trustee meeting and update the Search Committee. Susan will advise when the postings are done. John will announce the posting at the April 19, 2021 Greenland school board meeting. Dane will monitor the Weeks Public Library Trustees' email for responses. When applications arrive, Dane will share with Committee members.

5. New Business –

There was no other new business.

6. Next Meeting –

The next meeting of the Search Committee will be held Monday, April 26, 2021 at 6:30 p.m. via Zoom.

7. Adjournment –

A motion was made by Eileen Bischoff and seconded by Chris Peters to adjourn the April 12, 2021 meeting. All members were in favor and the motion passed. The April 12, 2021 meeting was adjourned at 6:52 p.m.

Respectfully submitted,
Eileen M. Bischoff