



WEEKS PUBLIC LIBRARY

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Search Committee Meeting Minutes Virtual Via Zoom Monday, March 29, 2021

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

Meeting start time: 4:33 p.m.

Chris Peters opened the Search Committee meeting at 4:33 p.m. A roll call was taken and 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.

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.

1. Committee Introductions –
Each committee member presented a brief recap of their backgrounds and interest in the library.
2. Minutes –
Eileen Bischoff has volunteered to take meeting minutes for the committee.
3. Committee Assignments –
 - a. Define goals and objectives – Dane Peters thanked the members for volunteering to be on the committee and discussed our main objectives.
 - b. Timeline Leader – Dane Peters presented an initial search timeline to the committee.
 - c. Position Paper and posting date – Chris Peters presented a first draft of the Position Posting which was received favorably by the committee. Any comments on the draft should be passed on to Chris by weeks end. Susan MacDonald will advise on when and where the listing should be posted. First week of April 2021 is a target posting date.
 - d. Executive Director job descriptions and qualifications – These items were reviewed. Preferred -vs- required qualifications were discussed. Concern was raised that too many required qualifications could disallow otherwise qualified candidates.

- e. Establish candidate questions and selection process – A 10-question rubric will be developed for consistency in reviewing candidates. Chris Peters will send a copy of the New Hampshire Library Trustee Association Article Finding Your Fearless Leader to all committee members. Having committee members work in groups of two to review candidates was discussed. All members will have the option of seeing all responses, not just those they are responsible for reviewing.
- 4 and 5. Next Steps and Action Items -
Stuart Bauder and Chris Peters will work on developing the 10-question rubric for candidate review. Dane Peters will post the rubric on google dox for committee review and editing.
6. Next Meeting –
The next meeting of the Search Committee will be held Monday, April 5, 2021 at 6:30 p.m. via Zoom.
7. Adjournment –
A motion was made by Eileen Bischoff and seconded by Susan MacDonald to adjourn the March 29, 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 March 29, 2021 meeting was adjourned at 5:12 p.m.

Respectfully submitted,
Eileen Bischoff