

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Library Director Search Committee**  
**Bradley Room**  
**January 24, 2023**

Present - Trustees: Linda Wilberton (phone/Webex), Doug Smith, Brodie Deshaies (3:45 Webex), Nancy Bell, Alternate Trustees: Diane Bolduc, (arrived at 3:10), Sandra Whittier, Co-Acting Director: Joyce Davis, Co-Acting Director: Jeanne Snowdon, Administrative Assistant: Lori Pankowski, Library Foundation President: John Sandeen, President of the Library Friends: Judy Crosley, Representative for the Board of Selectman: Linda Murray. The meeting was called to order by John Sandeen at 3:01 p.m.

**Approval of Minutes of January 17, 2023**

Brodie submitted recommendations for amendments as follow:

- Under “Approval of Minutes of January 10, 2023”, we should note who abstained and why. I believe John Sandeen abstained because he was not at the January 10<sup>th</sup> meeting.
- Under “Approval of Director’s Interview Questions,” in the first sentence, he suggests adding a comma after “entail.’
- On the second page, in the third paragraph, he would change “...candidates of examples of their writing...” to “...candidates, specifically, examples of their writing...”

A motion was made to approve the minutes of January 17 as corrected by Joyce Davis. Doug Smith seconded the motion. All present voted in favor. Roll call vote: John Sandeen, Judy Crosley, Joyce Davis, Lori Pankowski, Doug Smith, Linda Murray, Nancy Bell, Sandy Whittier, Jeanne Snowdon (Linda Wilberton abstained).

**Public Input (none).**

**Old Business**

**Review of most recent timeline (dated January 20) - Week Eleven**

**Finalize uniform list of interview questions**

Diane had submitted a revised list of questions.

The only change was the elimination of the word Essay for question 3A.

John Sandeen made a motion to accept the revised list as submitted dated January 24. The motion was seconded by Doug. Linda Wilberton abstained as she was not present at the meeting. All others voted in favor in a roll call vote. Voting yes were John Sandeen, Judy Crosley, Joyce Davis, Lori Pankowski, Doug Smith, Linda Murray, Nancy Bell, Sandy Whittier, Jeanne Snowdon, Diane Bolduc.

### **Sub Committee recommendation for a Library Lawyer.**

Diane, Brodie, and Doug all presented reports on potential firms that had been contacted and gave their opinions as to the firms contacted. It was decided that it would be advisable to contact references for 4 potential firms. Questions will relate to satisfaction of work performance, responsiveness, commitment to time frames and if needed, court involvement.

The attorneys will be contacted to discuss availability for teleconference, Webex or in person discussion on January 31 between 3 and 4:30 p.m.

### **Recommendation of a Library Lawyer to LBOT was moved ahead to week 13.**

**Report on Library Director contract research is not yet complete and will be moved ahead to week 12.**

### **Review of benefits package**

Linda Murray will supply the packet from the HR Office when we get closer to the interview process.

### **Review Timeline**

John Sandeen will update the timeline based on the discussions held today.

### **Report from Nancy Bell and Diane Bolduc on Receipt of Applications**

There have been 12 applications received to date. Copies of the applications will be available for committee review in the Administrative Office. Members can contact Lori Pankowski to set up a time.

John Sandeen made a motion to adjourn the meeting 4:00 p.m. Lori Pankowski seconded the motion. Linda Wilberton abstained as she was not present at the meeting. All others voted in favor in a roll call vote. Voting yes were John Sandeen, Judy Crosley, Joyce Davis, Lori Pankowski, Doug Smith, Linda Murray, Nancy Bell, Sandy Whittier, Jeanne Snowdon, Diane Bolduc, Brodie Deshaies.

Respectfully submitted,  
Nancy Bell  
Search Committee Secretary

**Note: Minutes are UNAPPROVED until voted on by the Library Director Search Committee**