

Baker Free Library
Library Director Selection Committee
Meeting Minutes
01-31-08

1. **Call to Order:** The meeting was called to order at 7:05 pm. Present at the meeting were Elizabeth Foy, Colleen Haggerty, Susan Hatem, Tom Ives, John King, Ginny Babczak, Christine Carey and Jennifer Ericsson.
2. **Orientation:** Elizabeth reviewed the roles and functions of the Selection Committee using materials from Selecting a Library Director: A Workbook for Members of a Selection Committee, Jack Cole and S. Mahmoodi: St. Paul: Friends of the LDS Library, 1998. Committee members filled out worksheets on major challenges facing our library and key result areas expected of the new director and then brainstormed as a group. See “Meeting Notes” below.
3. **Sub-Chairs:** Members were assigned responsibility for the following areas, to report back to the committee as a whole. The need for confidentiality in handling applications and for consensus decision-making were discussed and agreed upon. See “Meeting Notes” below.
4. **Next Meetings:** Thursday, Feb. 7 and Thursday, Feb. 21, at 7 pm.
5. **Adjournment:** The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Susan Hatem
Secretary

Meeting Notes, January 31, 2008, Library Search Committee, First Meeting

KEY RESULT AREAS EXPECTED OF NEW DIRECTOR:

Top Five Result Areas:

1. Fiscal Management (three-1s; three 2s)
2. Work Environment Structure, Climate and Culture (two-1s; two-2s; one-4)
3. Long Range, Short Range, and Strategic Planning (one-1; three-3s; two-4s)
4. Management of Facilities and Technologies (one-1; three-3s; one-4; one-5)
5. Program Development (one-1; one-4; two-5s)

Rating of Additional Result Areas:

6. Program Development (one-1; one-4; two-5s)
7. Community Involvement and Representing Library (two-4s; two-5s)
8. Board Relations and Development (one-3; two-5s)
9. Evaluation (one-3)

IDENTIFIED SHORT-TERM GOALS:

- Adjust to staff and community
- “Steady the boat”
- Build and develop employee relationships
- Manage culture
- Budget
- Program development within budget
- Fix pay period
- Streamline/attend to administrative and personnel issues
- Develop best practices in various areas including personnel handbook, employee review process, etc.
- Develop stronger ties with the Bow Schools
- Evaluate programs
- Evaluate technology
- Assess current status of programming and outreach and develop strategic goals

IDENTIFIED LONG-TERM GOALS:

- Develop plans and renovate basement
- Develop outdoor space
- Satellite library
- Computer upgrade
- Planning/implementing new technologies
- Supplement town funding by identifying and applying for outside funding/grants
- Educate public on available resources
- Outreach
- Program development
- Personnel professional development

COMMITTEE SUB-CHAIRS:

Receiving/Copying/Distributing Applications and Resumes: *Christine and John*

Coordination and Checking of Candidates' References: *Colleen and Tom*

Correspondence with Candidates: *Christine and John*

Coordination of Interviewing and Interview Schedules: *Susan and Jenny*

Coordination of Candidates' Visit to Library and with Staff: *Jenny*

Develop Interview Questions and Process: *Ginny and Susan*

Coordinate Checklist for Exiting Director and Any Requests of Incoming Director:
Elizabeth

SEARCH COMMITTEE CONTACT INFO

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