

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Library Director Search Committee
Bradley Room
December 13, 2022

Present - Trustees: Linda Wilberton, Doug Smith, Stephen Farley, Nancy Bell, Alternate Trustees: Diane Bolduc, Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis, Administrative Assistant: Lori Pankowski, Representative for the Board of Selectman: Linda Murray, Foundation President, John Sandeen, Friends President: Judy Crosley, Public At-Large member: Brodie Deshaies, IT Consultant: Mike Babylon. The meeting was called to order by Stephen Farley at 3:03 p.m.

Approval of Minutes of December 6, 2022

The following corrections were made: Lori Pankowski was omitted and she was in attendance, on page 2, the sentence: The town website was (should read will) also be looked into as a possibility for listing. Also on page 2 the sentence beginning with Mike Babylon will work on setting up the email replies to included (should read include) Nancy Bell and Diane Bolduc to enable them to check responses. Under Approval of Survey, in the second line the LMC should be WPL (Wolfeforo Public Library).

John Sandeen made a motion to approve the minutes of December 6 as corrected. Steve Farley seconded the motion. All voted in favor.

Public Input (none required).

Old Business

Mike Babylon discussed the email to be used for the return of applications for the Library Director Search position. The email has been tested and Nancy and Diane said they had both received correspondence. The Committee decided that the email will be dedicated to Joyce, Nancy and Diane who will share information received with members of the HR committee.

Discussion of LBOT Actions on Search Committee Recommendations

The Board of Trustees approved the recommendation of the Search Committee for Job Description and Ad Copy and Timeline. The community survey was approved but will be held until January for budgetary reasons.

Brodie Deshaies will spearhead the distribution of the community survey. He is the process of identifying locations to access the survey. He will check with the SAU and the Chamber of Commerce.

It was suggested that it would be advisable to obtain legal assistance in the development of a contract for the Library Director. The NH Library Trustees Association was contacted. They do not recommend. Their suggestion was to contact towns in our area who had new library directors in the last two years. These towns were: New Durham, Tuftonboro, Laconia, Freedom and

Moultonborough. The Municipal Association referral was to a Hot Line already known to the library.

Judy suggested that we should start out by developing what the library wants in the contract before hiring legal help. Brodie pointed out that a lawyer would inform us as to what should be in the contract. Legal assistance will have to be decided upon by a meeting of the regular Board of Trustees, not the Search Committee, although the committee could recommend this option.

Linda Murray spoke of the possibility of looking at a draft of a current contract. Diane mentioned asking other towns if they would supply a redacted version of their contract for our review. Steve asked for a volunteer to make calls to towns who have recently hired a director. Linda Wilberton agreed to make the calls.

A list of desirable candidate qualities was made:

Flexibility	Communication	Interpersonal skills
Leadership	Ability to Listen	Integrity
Honesty	Empathy	Approachable (staff)
Problem Solving	Commitment	Advocacy Skills
Preparation	Organization	Work Ethic

Bolded qualities were deemed very important.

Detailed questions for reference checks should be prepared in advance to obtain information about prospective candidates. It is also important to pay attention to what is not being said. Spending time to talk to town citizens about prospective candidates was also deemed important.

Diane presented potential questions that could be asked of candidates.

Reference questions should mirror questions asked of the candidates.

Discussion was held about essay questions previously used.

A discussion was also held regarding questions that should be asked of candidates.

A list of things that can't be asked in an interview should be obtained. Check with HR for guidance.

Review Timeline

It was decided to cancel the meeting of week eight pending a Special Board meeting to be scheduled for January 3 at 2:30 p.m. which will include a nonpublic session.

Steve Farley made a motion to adjourn the meeting 4:15 p.m. Sandy Whittier seconded the motion. All voted in favor.

Respectfully submitted,
Nancy Bell
Search Committee Secretary

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