

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Library Director Search Committee Meeting**  
**Bradley Room**  
**September 9, 2021**

Present - Trustees: Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer; Alternate Trustees: Nancy Bell, Deborah Long-Smith, Steve Farley; Library Foundation President: John Sandeen; Selectmen's Liaison: Linda Murray. The meeting was called to order by Candace Thayer at 3:30 pm.

John made a motion to accept the minutes from the meeting of September 1, 2021. Seconded by Sandy Hurd. All voted in favor.

**Old Business:**

John Sandeen spoke of the feedback from small group meetings that were held by the library staff and Search Committee members. Other committee members also volunteered information received. The staff were positive about the meetings. Some of the key points presented included:

- Find someone who is familiar with the local community
- Someone who is appreciative of the staff and patrons
- Staff development and team building
- Open communication skills
- Someone who is open to listening to new ideas
- Building the patron base
- Basic understanding of building management, maintenance, and technology issues
- Ability to prepare, present and defend the yearly budget
- Expertise in budget and finance, writing RFP's and grants
- Ability to multitask and handle stress
- Work with other groups – ie. Friends of the Library

At 3:45 p.m. a motion was made to go into Nonpublic Session by John Sandeen, seconded by Deborah Long-Smith.

Public Session reconvened at 4:25 p.m.

A motion was made to seal these minutes until July 1, 2022. The motion was made by John Sandeen, seconded by Mike Babylon, because it is determined that divulgence of this information likely would adversely affect the reputation of any person other than a member of this board.

Roll call vote:	Mike Babylon	Y	Deborah Long-Smith	Y
	Sandra Hurd	Y	Steve Farley	Y
	Doug Smith	Y	John Sandeen	Y
	Candace Thayer	Y	Linda Murray	Y
	Nancy Bell	Y		

The motion passed.

**Discussion of Library Director’s ad copy**

References will be requested at a later date. Steve Farley, editor of the ad, will add information supplied by Linda Murray through the Town Office regarding Equality Opportunity Employment. He will then develop an additional version to be submitted to publications.

A motion was made by John Sandeen to accept the revised Library Director ad. All voted in favor.

A list of job posting sites was developed by Judy Crosley. This contains six sites:

- Municipal Resources
- NH Library Job Line
- NE Job Listings
- Massachusetts Library Association Listings
- Maine Library Jobs
- Vermont Library Association

Also mentioned were American Library Foundation, LinkedIn, Union Leader and Granite State News.

**New Business**

The Timeline will be amended by John Sandeen and he will include an entry for input for staff during the week of September 27, 2021 to October 1, 2021. It was decided to move a discussion of the qualities desired in a new director and a review of the library director job description to next week.

**Upcoming Meetings**

The next meeting will be held on Wednesday, September 15, 2021 @ 3:30 pm Bradley Room.

Doug Smith made a motion to adjourn at 5:00 p.m. Seconded by Deborah Long-Smith. All voted in favor.

Respectfully submitted,  
 Nancy Bell  
 Alternate Trustee

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