

**Sandwich Public Library Board of Trustees  
Subcommittee on Transition  
Minutes for April 28, 2023**

**Present:** Trustees Jeanie Vander Pyl, Mark Wiklund, Evie Dewar and Robert Thomson; Library Director Joanne Lamothe.

The meeting was called to order at 2:30 p.m. in the Macknight Room.

Trustees reviewed the requirements of the state Open Meeting Law: The subcommittee is a public body, meeting in open session unless an executive session is scheduled for the stated purpose of discussing a topic exempt from the open session requirements.

Wiklund and Thomson reported on their April 24 informational meeting with Town Manager Bud Dunham, Assistant Town Manager Heather Harper, town Human Resources Director Marie Buckner and Assistant Human Resources Director Tara Way at the town manager's office.

The panel reviewed and tightened the timeline for developing the job posting and job description and for interviewing candidates for the library director's job.

Trustees reviewed the text of the job description and posting. Committee members asked for clarification on some of the language drafted by the town's Human Resources Department and proposed the addition of phrases specific to the needs and goals of the library.

The subcommittee agreed to schedule a meeting for 2:30 p.m. May 3 at the library to further refine the text of the description and posting.

Vander Pyl motioned to adjourn.

Dewar – Aye; Thomson – Aye; Vander Pyl – Aye; Wiklund – Not present.

The meeting was adjourned at 4 p.m.

Respectfully Submitted,



Robert Thomson

TOWN CLERK  
TOWN OF SANDWICH

MAY 09 2023

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RECEIVED & RECORDED

