

**SANDWICH PUBLIC LIBRARY BOARD OF TRUSTEES
SUBCOMMITTEE ON TRANSITION
MINUTES FOR MAY 12, 2023**

Review and Approval of Minutes from May 3, 2023

Wiklund motioned to approve the minutes, Dewar seconded, and all four were in favor.

Meeting Review:

The subcommittee reviewed the instructions given to it by the Library Board of Trustees at its May 9 meeting. Those instructions included adding a library staffer, a Friends of the Library Board member and the town manager or his representative to the Round 1 interview panel.

Timeline:

The subcommittee reviewed the search timeline as summarized for the library board and made adjustments, including moving "Subcommittee reports progress to full board" to the DONE category. Thomson said the town's Human Resources Department expects to forward all applications for library director to the subcommittee by May 30.

Subcommittee members noted that the Human Resources Department plans to notify applicants of their status by June 6. The subcommittee decided to schedule two sessions for June 2 to review the applications and choose candidates for Round 1 interviews. At each of those sessions, the subcommittee will enter executive session to discuss the applicants.

Interview format and questions:

The subcommittee reviewed potential formats for Round 1 interviews and potential questions to be asked in anticipation of a review of those topics with Human Resources Director Marie Buckner at the subcommittee's next meeting, May 18.

The review included a discussion of how to assess candidates based on the library board's priorities for the next director, how to schedule candidate interviews and how to reach a conclusion on which candidates to forward to Round 2 interviews.

All four subcommittee members agreed it would be desirable for the full board to meet in a special session so the subcommittee could report progress and seek further instruction.

Adjournment:

Vander Pyl motioned to adjourn, and all voted aye. Meeting adjourned at 3:50 p.m.

Respectfully submitted,



Robert Thomson, library trustee
May 22, 2023

TOWN CLERK
TOWN OF SANDWICH
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