

**SANDWICH PUBLIC LIBRARY BOARD OF TRUSTEES  
SUBCOMMITTEE ON TRANSITION  
MINUTES FOR MAY 18, 2023**

**Present:** Trustees Jeanie Vander Pyl, Mark Wiklund, Evie Dewar and Robert Thomson.

**Guests:** Marie Buckner, Sandwich Human Resources Department director, Tara Way, assistant Human Resources Department director.

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

**Review and Approval of Minutes from May 12, 2023:**

Vander Pyl motioned to approve the minutes, Dewar seconded, and the three trustees present at the opening of the meeting approved. (Vander Pyl, Dewar and Thomson)

**Timeline:**

The subcommittee, Buckner and Way reviewed updates to the timeline for selecting a new director for the Sandwich Public Library. The updates included the instructions the subcommittee received from the full board of trustees at its May 9 meeting to add a library staffer, a member of the Friends of the Library board and the town manager or his designee to the subcommittee for a total of seven members. This full panel is to conduct the first round of interviews and discuss which applicants to advance to a second round.

Buckner informed the subcommittee that she was the town manager's designee for the first round of interviews. The subcommittee trustees welcomed her participation in the interview process.

**Interim director:**

The subcommittee received advice from Buckner on how the library board might appoint an interim director for the period immediately following Joanne Lamothe's planned retirement.

**Resume Review:**

Vander Pyl, Dewar, Wiklund and Thomson asked Buckner and Way for suggestions on how to review the incoming resumes from library director candidates.

**Interview format and questions:**

The four trustees also asked Buckner and Way for suggestions on the first round interview format and potential questions for the director candidates.

**Adjournment:**

The subcommittee agreed to meet again on May 25. Dewar motioned to adjourn, Vander Pyl seconded and all four trustees voted in favor. The meeting adjourned at 5 p.m.

Respectfully submitted,



Robert Thomson, library trustee  
May 26, 2023

TOWN CLERK  
TOWN OF SANDWICH

MAY 26 2023

4 H 00 M P M  
RECEIVED & RECORDED 

