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**SANDWICH PUBLIC LIBRARY BOARD OF TRUSTEES
SUBCOMMITTEE ON TRANSITION
MINUTES FOR MAY 25, 2023**

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

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

Review and Approval of Minutes from May 18, 2023:

Vander Pyl motioned to approve the minutes, Dewar seconded, and all four trustees voted in favor.

Discussion of meeting with full board:

The subcommittee reviewed the instructions it received from trustees at the special meeting of the library board on May 23. All seven members of the interview panel can vote in Round 1 interviews. Besides the four trustees on the subcommittee, the interview panel will include a library staffer, a member of the Friends of the Library board and a representative of the town manager's office (Human Resources Director Marie Buckner). All seven panelists can ask questions. In Round 2, only the trustees will vote but all panelists can ask questions and participate in the subsequent discussion.

Timeline:

Wiklund volunteered to create a Doodle calendar showing trustees' availabilities for the Round 1 interviews.

Interview format and questions:

Thomson will brief the staff and Friends board panelists on the interview format and invite them to attend the subcommittee's planned pre-interview meeting. The trustees discussed various ways to conduct the June 2 resume reviews and the Round 1 interviews. Trustees said they preferred to conduct the Round 1 executive session interviews in the Macknight Room.

Adjournment:

The subcommittee agreed to meet again on June 2 and June 9. Wiklund motioned to adjourn, Vander Pyl seconded, and all four trustees voted in favor. The meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Robert Thomson, library trustee
June 2, 2023

