

JUL 25 2023

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SANDWICH PUBLIC LIBRARY BOARD OF TRUSTEES  
SUBCOMMITTEE ON TRANSITION  
MINUTES FOR JUNE 9, 2023

**Present:** Subcommittee Trustees Jeanie Vander Pyl, Mark Wiklund, Evie Dewar and Robert Thomson; library staff member Melissa Frye; Friends of the Library board member Diane Ranney.

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

**Executive Session:**

Vander Pyl made a motion that the subcommittee enter an executive session pursuant to Massachusetts General Law Chapter 30A Section 21(a) 8 to consider applicants for employment by a preliminary screening committee since an open meeting would have a detrimental effect on obtaining qualified applicants. Dewar seconded the motion and all four trustees voted aye.

**Interview panel:**

The trustees welcomed Frye and Ranney to the interview panel for the preliminary screening. The town's Human Resources Department has scheduled interviews with seven candidates for June 13 through June 21.

The panel began a discussion of the questions to be asked and the order in which they would be asked. Each interviewer plans to ask the same question of each candidate. Since Marie Buckner, the town manager's representative on the panel, has said she will not be asking a question, Ranney suggested adding a wrap-up question to fill that space in the interview program. The other panelists agreed and invited her to ask the wrap-up question on behalf of the panel.

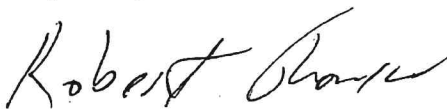
Each questioner will have 10 minutes to engage in a follow-up exchange with the candidate based on the initial question. The candidate will be offered a chance to make a closing statement and ask questions of the panelists.

Interviewers reviewed the questions to ensure they would cover the variety of skills and experiences the candidates described in their applications. The panel also reviewed the questions to ensure they covered themes of interest to the full library board.

**Adjournment:**

Vander Pyl moved to adjourn the session. She was seconded by Wiklund. Dewar, Thomson Vander Pyl and Wiklund voted AYE. The meeting was adjourned at 3:50 p.m.

Respectfully submitted,



Robert Thomson, library trustee  
JULY 25, 2023

