

Interview Committee

May 11, 2023 / 6:15 PM / Damon Hall

ATTENDEES

Becca Warren, Erik van Eck, Harriet Dumas, Rita Boynton, Tina Skehan

AGENDA

Call to order 6:17

1. Meeting agenda review

Search Committee Organization

- Introductions of committee members
- Scope of Committee:

Notes: discussed open meeting, quorum, warning the meeting, logistics and rules in shared file for reviewing material

- Appoint Officers: Becca Warren Chair of Search Committee
- Secretary for digital minutes: Becca Nominated Tina Skehan. Harriet Dumas Seconds. All in favor.

New Business

- Review of Library Director Job Description.

Tina Skehan moves to accept Job Description. Rita Boynton seconds. All in favor.

- Review of Job Posting:

Discussion to add a request of Cover letter, Resume, and 3 letters of reference.

Becca Warren moves to adjust the Job Posting. Harriet Dumas seconds. All in favor.

- Discussion of Job Applications and Interview process:

Committee will create criteria and process for reviewing applicants.

- Schedule for committee meetings:

Dates: May 23rd at 6:15 location- HPL/TBD

June 6th at 6:15 location - HPL/TBD

June 22nd at 6:15 location HPL/TBD

ACTION ITEMS

1. Committee members to read over Job Description and select 6 top criteria to bring forward at next meeting for consideration for applicant review process.

NEXT WEEK'S AGENDA

Create a common criteria list and rating scale.

Meeting Adjourned: Becca Warren moved to adjourn the meeting at 7:32pm. Harriet Dumas seconded the motion. All in favor.