

## March 15, 2021 Tunbridge Library Hiring Committee Meeting Minutes ( DRAFT)

Committee Members present : Kathi Terami , Anna Dechert, Theresa FitzGerald, Sean Maher, Jena Young, Catherine Freese, Marsha Higgins

Community Members present : Todd Tyson

Virtual Meeting called to order@7:02

1. Community Comment : expressed that applicants be extraverted, able to immerse self in the Tunbridge community, school & local history.

### 2. Committee Updates

- File Storage and Organization in Google Drive - Kathi organized the hiring committee google drive folders. Cautioned that only one copy on shared drive complying with VT law for accessibility.
- Clarifying Roles (chair, secretary, other?)

Chair: agreed chair role starts agenda, leads meeting and reports to trustees as noted on trustee meeting agenda.

Secretary: record minutes, rotate the role among members each meeting.

### 3. Update on Applications

Google sheet application record current with applicants' contact information, date materials received, date of response sent from a committee member noting materials received. Members are to review applicant materials, indicating review completed by recording members' name and date.

- Interview Prep - tabled for next meeting
- Review Community Input Survey Responses To Date - Sean discussed thoughtful community responses to the survey. Responses were organized on a google sheet with % of responses valued at "very important", "somewhat important", and "less important". Highest attribute - with 98% of respondents listing it as "very important" - was "positive energy and attitude". Community responses also stressed the importance of the candidate having good knowledge of Tunbridge and community needs, as well as a balance in responses that encouraged family programs and adult outreach.
- Summary/Reflection March 1st Community Listening Session
- Alignment between listening session and survey. Need for communication from the director was noted.

- Best Practices for Mitigating Bias

Commitment of committee to align with survey and job description. Consistent process evident in all interviews.

- Draft a Resume/Interview Process

Marsha suggested no more than three committee members in the actual interview. Discussed zoom and conversational order, consider three committee members asking questions. Single questions need to be well orchestrated, structured & organized. Communicate structure to candidate prior to interview. Anna suggested the use of a rating sheet to match questions from the job description. Collaborate questions & rate individuals. Note awareness of the timeline, job posting indicates open until filled. TPLDirector Search Gmail continues to be checked daily for applications submitted.

- Draft Interview Questions - tabled to next meeting. Suggested questions to remain confidential in fairness to all applicants in the interview process.
- Draft Interview Process (notetaker, assign questions)- tabled for next meeting
- Review Bylaws for Executive Session (interviews)

Two pieces of information, from Lara Keenan, State Library Consultant, Governance and Management will be shared in the resources folder of the committee shared google drive for reference.

4. Action items - schedule a special meeting for Thursday March 18th 7-8:30 pm (virtual) to address the next step in the hiring process, including the need for an executive session to review applications and formulate questions.
5. Community Comment (closing) no comments

Adjourned @8:20