

Tunbridge Public Library - Hiring Committee Meeting Minutes - Draft
Thursday March 18, 2021

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

Community Members present: None

Virtual Meeting called to order@7:00pm

1. Community Input - none - No community present
2. Update Application status - There are 4 applicants as of the time of this meeting.
3. Executive Session - motion made to enter Executive Session for the purpose of evaluating individual applications and qualifications for Tunbridge Library Director applicants as stated in the job posting and as outlined in V.S.A. 313.1 (a) - 1st Theresa FitzGerald, 2nd Catherine Freese.

Motion passed. Entered Executive Session at 7:05pm

Motion to exit Executive Session & return to public session -

1st Jena Young, 2nd Anna Dechert

Motion passed. Re-Entered Public Session at 8:38pm

4. Draft interview process (note taker, assign question rotation, ending statement):
Committee members discussed using the rating sheet to evaluate candidates during each interview. Each committee member will use the rating sheet to mark their ratings. Anna will number the questions, act as the moderator and assign questions to be asked by each committee member.
5. Action Items - move to schedule interviews as decided during executive session.
Theresa will reach out to the selected candidates to schedule next week if possible.
6. Community Input - none - no community present.

Adjourned at 8:48pm