

Minutes for Dover Town Library Director Search Committee
April 26, 2022
Selectmen's Room, Dover Town Hall

In Attendance: Tracy Tobin, Co-Chair; Judy Schulz, Co-Chair; Janit Greenwood, COA; Joan Campbell, Library Team; Kate O'Brien, Assistant Town Administrator; Kate Cook, Friends of the Dover Library

Meeting called to order at 10:05 am

Welcome from Committee Co-Chairs, Tracy Tobin and Judy Schulz

- 1) The meeting was opened to Community Comments
 - a. There were no community comments
- 2) The Minutes from the 4/14 meeting and 4/14 Executive Session were unanimously approved.
- 3) The Committee reviewed sample questions from the Massachusetts Board of Library Commissioners and other state's library associations to determine questions for the candidates.
 - a. 15 questions were agreed upon
 - i. Questions are tailored to the skill sets identified in the job posting
 - b. All candidates will be asked the same questions
- 4) The Committee reviewed sample scoring sheets from the Massachusetts Board of Library Commissioners and other state's library associations to determine a scoring sheet to evaluate the interviews.
 - a. 13 categories for evaluation were agreed upon
 - i. Categories align with questions
 - b. Candidates will be evaluated on a scale of 1-10, with space for comments
 - c. All candidates will be evaluated using the same scoring sheet
- 5) Ms. Schulz has scheduled all four candidates and will contact Finalists after 5/6 meeting

Next Meeting: May 3rd, Great Hall of Dover Town Hall, 9:00 am
Meeting adjourned at 12:05 pm

Respectfully submitted by Judy Schulz