

Board of Trustees of the Williamsburg Libraries

4/16/2019

Present: Pat Billingsley, Cynthia Barker, Joan Coryat, Charlotte Meryman, Ed O'Neil, Rob Stinson (recorder)

1. Pat called the meeting to order at 7:20 p.m.
2. Rob was appointed recorder.
3. The Board reviewed the timetable for hiring the new Director and discussed appropriate target date revisions based on the longer application period previously agreed to.
4. Pat compiled applicant ratings from Board members using the scoring rubric that was previously distributed by Joan. Based on the resulting ranking the Board agreed to eliminate from further consideration two of the applicants.
5. The Board agreed to include the remaining 5 applicants in the phone interview phase of the search.
6. A list of interview questions was reviewed and discussed at length. The Board refined the original set of questions, making a number of consolidations, deletions and revisions. It was agreed that the list would uniformly be asked of each candidate and that there would be allowance for follow-up and tangential questions by Board members. Pat offered to consult Charlene, and others as needed, to better identify boundaries of propriety and legality for interview questions. The Board's expectation is that three finalists will be invited for in person interviews.
7. The Board discussed possible days and times for conducting the phone interviews and agreed on a several possibilities before April 29th. Charlotte offered to contact the applicants to schedule the phone interviews, allowing an hour for each. The Board agreed to conduct the phone interviews at the Haydenville Library.
8. Any credential verification and reference contacts will be made after the phone interview phase and before the in person visits. The Board agreed that further discussion of an interim director contingency be deferred until circumstances warrant such planning.
9. The draft minutes of the 4/1/2019 meeting were reviewed. Charlotte moved to accept the minutes as submitted. Ed seconded. Passed unanimously.
10. The next Director search meeting will be posted after Charlotte confirms the schedule of interviews.
11. The meeting was adjourned at 8:45 p.m.

P. A. Billingsley