

WEST TISBURY FREE PUBLIC LIBRARY  
SEARCH COMMITTEE

MEETING MINUTES  
September 26, 2019, 6:30 pm  
West Tisbury Free Public Library  
APPROVED 10-07-2019

Attending: Nelia Decker, Rob Hauck, Margaret Isham, Wayne Smith, Dan Waters

Chair Rob Hauck opened the meeting at 6:30 pm with an introduction of members.

Nelia Decker is a community member

Margaret Isham represents the Friends of the West Tisbury Library

Dan Waters represents the West Tisbury Library Foundation

Rob Hauck and Wayne Smith represent the Library Trustees

The committee reviewed the charge from the Trustees, and there was a discussion of whether this committee's responsibilities are over at the moment when it recommends final candidates to the Library Trustees for final interviews. It is not clear whether we will be involved in the final round of interviews; this is a question that will be asked at the joint meeting between the Trustees and the search committee October 7<sup>th</sup>.

The Trustees' charge included a timeline. Noting that we will need a month in which to make a "first cut," and in which to schedule interviews by candidates from the mainland, the committee recommended changing key dates on the timeline to one month sooner. Thus the applications will be due by December 10 with interviews starting January 10. If the Trustees approve the ad changes, Rob will place ads by October 15.

The Committee reviewed the draft of the ad proposed by the Trustees, changing the wording slightly to emphasize the fact that the library is located on Martha's Vineyard. Also it was decided to add an option to submit applications electronically rather than via snail-mail, to cut down on paper waste and expedite communications in general. Rob will open a G-mail account for this purpose, and to conduct electronic correspondence for committee business. The committee reviewed the MBLC's list of recommended publications in which the ad could be placed.

Rob reminded the Committee that the job description will be updated after the candidate is hired. It was recommended that finalist applicants be made aware of potential changes in the job description.

