

Sanbornton Public Library Board of Trustees Special Meeting

May 4, 2021

Call to order: 6:07 p.m.

In attendance: Marcia Haigh, David Adams, Carol Raymond, Paula Grassie, Donna Schimming and Chris Hobby.

1. Motion from Carol Raymond to accept the letter of resignation from Martha Bodwell with regret and much appreciation for all her years of exemplary service. Seconded by David Adams. Motion pass unanimously.
2. Discussion on the job description and title. It was agreed that the job continues to focus on being a community asset. Secondly, the need for a wide range of skills both technical and public service. Marcia talked about another library and their staffing changes. Discussion on the need for this position to be cross trained and a new title would better suit the library moving forward. This position will provide the library with a person who is aware of all facets of operation and support the staff at times when the Director is not there.
Paula Grassie made a motion to change the position title to Assistant Director and Adult Services Librarian. Carol Raymond, seconded. It passed unanimously.
3. Chris asked about posting the job and Marcia described the services that post these jobs including the library and town websites. The benefits package from the town was discussed as an asset to finding a qualified applicant.
4. The final discussion was the interview process. The Director and available trustees will review and bring final choices to a committee made up of the Director, two trustees and two community members.