

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

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Hiring Committee Minutes

Tuesday, April 18, 2023

1. The meeting was called to order at 2:03PM via Zoom. On the call: Carolyn Brennan (Co-director), Sarah Seidman (Board Secretary), and Sarah Wisner (library staff). Bridget Asay (Board President) joined at 2:16PM. Ed Fox (Trustee) was unable to attend.
2. Sarah Wisner was elected to the position of committee secretary.
3. The committee discussed the drafting of the Executive Director job posting, generated a list of options for where to post, and defined a deadline for applications.
4. The committee designated an email address for incoming applications and process for monitoring and acknowledging applications.
5. The committee set future meetings for Tuesdays at 8:30AM starting May 2, 2023.
6. The committee discussed the drafting and timing of a press release.
7. Adjourned 2:45PM.