

**KELLOGG-HUBBARD LIBRARY**

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 [www.kellogghubbard.org](http://www.kellogghubbard.org)

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**Hiring Committee Minutes**

**Tuesday, May 9, 2023 8:30 am**

**Via Zoom**

1. The meeting was called to order at 8:30 am. Members present: Sarah Seidman, Sarah Swift, Sarah Wisner, Bridget Asay and Carolyn Brennan. Non-members present: Jessie Lynn, Library Co-Director.
2. Sarah Swift moved to approve the agenda with a second from Bridget Asay. Motion carried.
3. Bridget Asay moved to approve the minutes of the May 6<sup>th</sup> meeting with a second from Carolyn Brennan. Motion carried.
4. Discussion with Jessie Lynn regarding key competencies and skills for a successful E.D. candidate.
5. Discussion of zoom first-round interview schedule. Carolyn will send zoom links to the committee, and Sarah Wisner will prepare blank scoring sheets. Sarah Seidman will communicate with the candidates.
6. Discussion of scoring strategies for candidates. Both interviews and application materials will be scored by each committee member for each candidate.
7. Discussion of next-steps for communication to applicants whom we are not interviewing at this time. Sarah Seidman will email candidates asap who we are not interviewing, and wait to communicate with wait-listed candidates until after first-round interviews.
8. The next committee meeting is set for Saturday May 13<sup>th</sup> at 5 pm in-person at the Library.
9. Other business - discussion of next steps with Executive Committee once the hiring committee identifies finalists.
10. Adjourned 9:23 am.