

**SANDWICH PUBLIC LIBRARY BOARD OF TRUSTEES  
SUBCOMMITTEE ON TRANSITION  
MINUTES FOR MAY 3, 2023**

**Present:** Trustees Jeanie Vander Pyl, Mark Wiklund, Evie Dewar and Robert Thomson; Library Director Joanne Lamothe.

The meeting was called to order at 2:30 p.m. in the Macknight Room.

**Review and Approval of Minutes from April 28, 2023**

Dewar motioned to approve the minutes, Vander Pyl seconded, and all were in favor.

**Timeline:**

The trustees reviewed the draft timeline for choosing a new director. Wiklund described steps the search committee and board took at the end of the 2010 process that resulted in Lamothe's hiring. The subcommittee reviewed options for handling the public round of job interviews.

Vander Pyl suggested that the timeline could be tightened by having the subcommittee complete the Job Posting and Description rather than forwarding them to the board. All trustees agreed.

The trustees discussed how they would like to receive the incoming resumes from the town's Human Resources Department.

**Job Posting/Job Description:** The trustees reviewed the draft Job Posting and Job Description forwarded to the subcommittee by the Human Resources Department with some suggested changes from Thomson, based on the subcommittee's April 28 discussion.

Vander Pyl, Wiklund and Dewar suggested changes and additions that would enhance the document's relevance to the Sandwich Library and the new director's tasks during the next few years. The trustees agreed upon a proposed salary range of \$100,000 to \$115,000 to include in the Job Posting.

The four trustees approved the revisions to the texts. Thomson said he would forward the documents to the Human Resources Department with the goal of posting them to job sites identified by Human Resources and Lamothe.

**Adjournment:**

Dewar motioned to adjourn, Vander Pyl seconded and all voted aye. Meeting adjourned at 4 p.m.

Respectfully submitted,

*Robert Thomson*

**Signed:** Robert Thomson, Library trustee

**Date:** May 12, 2023

