

KIMBALL LIBRARY BOARD OF TRUSTEES
SELECTION COMMITTEE MEETING MINUTES

June 10, 2026

FINAL

ATTENDANCE:

Karen Moss
Jill Ottow
Kane Guthrie
Dave Paquette

Marianne Ebert
Gail Dennig
Terri Picard
Kate Thomas

Call to Order: 6:02

New Business

- First committee meeting
- Introductions: Attending members shared brief introductions.
- Tentative Meeting Dates discussed: Tuesdays work for most. (6pm)
- Review of Practical Guide to Finding the Right Library Director
- Review of Process
 - General outline
 - Terri P. May need alternate representative as summer goes on.
 - Members' vacation schedules reviewed for the summer
 - Interview questions to be developed; lists already exist
- Job Description was posted various places
- Question about NELA Job line? Possible place to post the description
- Question as to how References will be contacted?
 - Subcommittees will be established for various tasks, TBD
 - Divide and conquer approach may be best due to the size of the group or number of applicants. TBD
- A Google folder/drive will be set up as a repository for all relevant materials relating to the committee. Links to access the folder will be sent out prior to next week's meeting.
- Interviews:
 - Interviewers will rely on personal strengths and areas of expertise to inform their questions.
 - Different questions to be developed for each stage of the process
- Kate will pre-screen resumes and give us her opinions

KIMBALL LIBRARY BOARD OF TRUSTEES
SELECTION COMMITTEE MEETING MINUTES
June 10, 2026
FINAL

Action Items:

Karen Moss – Highlight and distribute pertinent sections of the Practical Guide

Karen Moss – Redact and distribute cover letters and resumes before next meeting

Karen Moss – Send out list of interview questions

Kane Guthrie – Set up Google Drive, repository for all relevant materials

Next Meeting: Thursday, June 18 6pm.

Meeting adjourned: 7:02

Respectfully submitted,

Kane Guthrie, Secretary