

VERMONT DEPARTMENT OF LIBRARIES

BOARD OF LIBRARIES

MINUTES

Midstate Regional Library, Berlin

10:30 A.M.

January 8, 2008

Present: David Brown, Chair
Linda Williamson
Susan Bruce
Joan Rahe
John Rosenthal
Sybil McShane, State Librarian

- 1. Special Meeting – State Library Recruitment Process - David brought the meeting to order at 10.30 a.m.** The Board resolved unanimously to request the Department of Libraries to rank applicants based on the evaluation criteria previously agreed on and used for the 1997 State Librarian recruitment. It is important that candidates understand that the position is as department head of a state agency with limited staff support. The successful applicant will be operating in a political and management world and our interviews should strive to convey this information as well as to determine the interviewee's qualifications. There was a brief discussion of David's opening statement to interviewees. The types of questions to be asked as well as specific questions were drafted and will be prepared for board review by David. The interview process will consist of 60-90 minute interviews with the oral panel consisting of David, Linda and Joan. These interviews will be followed by similar length interviews with all professional staff present. The staff interviews will be conducted at DOL offices. The oral panel asked Sybil to inquire as to the availability of appropriate meeting space for their interviews in the vicinity of Montpelier. The Board's recommendations on the candidates will be passed on to the Secretary of Administration who will make the final decision.

- 2. State Librarian's Board Updates** – Sybil reports that VLA will hold a legislative day at the Statehouse on January 18. Our next scheduled meeting is February 19. That meeting will include appeals from libraries not meeting standards. Lunch may be brought in so the board can continue in the afternoon to finalize interview questions and other details of the recruitment process.
- 3. The meeting was adjourned at 12:25 PM.**

John Rosenthal, Acting Secretary

Sybil Brigham McShane, Secretary