

**Topsfield Town Library Board of Trustees Meeting**

**Monday, November 29, 2021**

**5:00 PM Meeting Room**

Present:

Trustees: Kathy Hartmann, Cary Playter, Carolyn Jensen, Maureen McCarthy

Others: Lindsay Recka, Kathy Curran, Roberta Whiting

K. Hartmann called the meeting to order at 5:03 PM.

The trustees interviewed Emily Frey, as one of two finalists, for the position of Library Director. The trustees asked each of the questions on the attached form. The candidate answered each of the questions and asked some questions pertaining to the job.

Motion to adjourn the meeting at 5:45 PM by Maureen McCarthy, seconded by Cary Playter, approved unanimously.

Respectfully submitted,

Kathryn Hartmann

Attachment: Finalist Interview Questions

## Interview Questions for Finalists

November 2021

1. If selected for this job, what are some of your goals and expectations? What aspects of your current job do you like the most/least?
2. In your experience, what is the key to developing a good team? Describe some strategies you would use.
3. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.
4. What is the most challenging part of budgeting or fiscal management for you? What's the depth of your experience?
5. Tell me how you organize, plan, and prioritize your work. How and when do you delegate responsibility?
6. Describe your most successful/least successful project and what did you learn from each?
7. Our strategic plan expires in 2022. What is your experience in developing long-range goals?
8. We have an aging facility that needs oversight. Describe your experience in managing problems with a physical plant and your level of comfort.
9. We are interested in developing new ways to engage the community, moving ahead in our use of technology, ways of using the outdoors, and developing the Arts. How would you approach this?
10. In the post Covid period, what would your strategies and new programs be to re-engage the community?
11. What would you like to tell us that we didn't ask? Do you have any questions for us?