

# Minutes for the Special Meeting Hulbert Library of the Town of Concord

**January 11, 2018**

**Present:** President Leslie Gibbin, Secretary Pam Bartkowski, Treasurer Carl Eisenhard,, Trustee Susan Putney, Trustee Kara Kane, Library Director Bridgette Heintz and Town Representative Phil Drozd. **Guest:** Jeannine Doyle BECPL COO

**Absent:** Trustee Susan Fischbeck

**Call to Order:** President Leslie Gibbin called the meeting to order at 9:04 am.

## **Special Presentation:**

Director Bridgette Heintz announced her resignation from the Hulbert Library of the Town of Concord effective January 20, 2018 to take a library position at Grand Island. The Library Board is now in the process of selecting and appointing a new Director.

Ms. Doyle was present to assist the Board with this process. Ms. Doyle presented the timeline for doing this:

1. Job Posting January 9 through January 18
2. BECPL HR Dept. sends applications to Concord Board  
January 22
3. Concord Board considers candidates and BECPL HR  
Dept. about setting up the interviews.
4. Concord Library informs BECPL HR Dept. of first  
choice.
5. HR offers position and completes necessary paperwork.
6. New Director would be at the library 2 weeks later.

Ms Doyle, also, gave each Board member a packet entitled “Guidelines for Pre-Employment Inquiries” published by the legal firm Hodgson Ross. This publication describes questions which can be asked candidates and questions which cannot be asked.

The Board posed questions to Ms. Doyle which she answered. The Board also discussed the proceeders to be used by the Board to begin the selection process, but no firm decision was proposed. There was a suggestion for the Board to meet again on January 25th. No formal motion was made

**Next Meeting Date:**

The next regular meeting of the Board of Trustees of the Hulbert Library will be:

**February 1, 2018 9:00 A.M.**

**Adjournment:** Trustee Kara Kane moved, Trustee Susan Putney seconded to adjourn at 9:51 am. Motion carried.

Respectfully Submitted  
Pam Bartkowski. Secretary