

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Genealogy Room
January 22, 2024

Present - Trustees: Diane Bolduc (chair), Doug Smith, Nancy Bell, Sandra Whittier, Library Director: Allison Rutley

Call to Order: Diane Bolduc opened the meeting at 2:44 p.m.

Approve Minutes of November 27, 2023

A correction was made under Old Business, Continue Review of Job Descriptions, the first line should read Alison met with Michele Chamberlain, Human Resources at town hall, to “formulate” job descriptions. Sandy Whittier made a motion to approve the minutes of the November 23, 2023, Human Resources Committee meeting, as corrected. The motion was seconded by Doug Smith. All voted in favor.

Public Input (none)

Non-Public Session (not needed)

Old Business

Continue Review of Job Descriptions

The committee reviewed the job descriptions for the positions of Youth Services Librarian, Administrative Assistant, Library IT Coordinator, and Library Assistant – Youth Services and Circulation. Minor changes were made and agreed to by the committee,

Sandy Whittier made a motion to submit the completed job descriptions to the Board of Trustees at their next regular Board of Trustees meeting on February 12. The motion was seconded by Doug Smith. All voted in favor.

Other Old Business

The committee will be discussing monetary compensation in the future.

New Business

Alison presented a proposed Evaluation Form to be used during the evaluation process. The committee previewed the form and agreed to support its use for a trial run for the first review scheduled this month. Diane Boldue made a motion to support the use of the document presented for the suggested trial run. Doug seconded the motion, and all voted in favor.

The committee will continue with the review process of job descriptions for the two remaining positions at the next meeting. The next meeting will be held on February 20, 2024, at 2:30 p.m.

Upcoming meetings/events

Policy and Procedures Committee Meeting - Thursday, January 25, 2024, at 3:00 p.m.

Regular Trustees Meeting - Monday, February 12, 2024, at 3:30 p.m.

Finance Committee Meeting - Thursday, April 11, 2024, at 4:00 p.m.

Doug Smith made a motion to adjourn the meeting at 3:25 p.m. The motion was seconded by Sandy Whittier. All voted in favor.

Respectfully submitted,
Nancy Bell
HR Committee Secretary

Note: Minutes are UNAPPROVED until voted on by the Human Resources Committee.