

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Beaver Room
March 25, 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 2:30 p.m.

Approve Minutes of January 22, 2024

Doug Smith made a motion to approve the minutes of the January 22, 2024 Human Resources Committee meeting. The motion was seconded by Sandy Whittier. All voted in favor.

Public Input (none)

Old Business

Review of Job Descriptions

Allison Rutley presented the Job Descriptions for Library Assistant – Technical Services and Circulation. It was noted that the description for Circulation refers to multiple employees. Both descriptions were reviewed by the committee.

The committee reached a consensus that these descriptions should be presented to the Board of Trustees at their next scheduled meeting. Minor changes were implemented mostly referring to tense and grammar.

New Business

Discussion of the Wolfeboro Public Library Personnel Manual

Allison has been working with Michelle Chamberlain from the town office for guidance and to compare the Town Manual with the Library Manual. It was decided that the committee will review the Personnel Manual prior to passing it off to the Policy and Procedures committee.

Discussion was also held regarding employee financial status due to the town operating budget not being passed this year. Alison will put recommendations together for discussion by the Trustees. Alison will contact other entities for referrals to their procedures if they have faced a similar situation.

Allison will provide copies of the Town and Wolfeboro Public Library Manuals for the committee members to review prior to the next meeting. She will notify members when copies will be available for pick up.

Diane stated that salary compensation equity will be the next step for the Human Resources committee review. This is part of a 3-step process:

1. Approval of job descriptions by the Board
2. Review of Personnel Policies between the Town of Wolfeboro and the Wolfeboro Public Library
3. Look at the ranking of positions.

The ranking will include a review of positions to which a number value will be assigned for the following items:

Education requirements
Experience
Number of Supervisees
Independence of Work
Running Programs at the Wolfeboro Public Library

Other areas may also be considered for ranking of the positions.

Diane Bolduc motioned that the meeting be adjourned at 3:45 p.m. Doug Smith seconded the motion. All voted in favor.

The date of the next meeting will be presented to the committee at a later date.

Upcoming meetings/events

Special Trustees Meeting (NonPublic) - Thursday, March 28, 2024, at 11:00 a.m.

Regular Trustees Meeting - Monday, April 22, 2024, at 3:30 p.m.

Respectfully submitted,
Nancy Bell
HR Committee Secretary

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