

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Bradley Room
July 15, 2024

Present - Trustees: Linda Wilberton (Vice Chair) Nancy Bell, Sandra Whittier, Library Director: Allison Rutley. Absent: Diano Bolduc, Doug Smith

Call to Order: Linda Wilberton opened the meeting at 4:37 p.m.

Approve Minutes of March 25, 2024

Linda Wilberton made a motion to approve the minutes of the March 25, 2024, Human Resources Committee meeting. The motion was seconded by Sandy Whittier. All voted in favor.

Public Input (none)

Old Business (none)

New Business

Discussion of the Wolfeboro Public Library Personnel Policies Manual – June 2024
Town of Wolfeboro Personnel Policy

Reviewed some of the issues which were different from the town policy.
It was suggested that the present organizational plan be included in the WPL Manual.
The addition of half siblings to be included in the definition of close relatives was discussed.
Also suggested was the inclusion of Juneteenth as a paid holiday for full-time employees.
It was noted that performance improvements plans will be maintained in the employee's personnel file.
Also, the Length of Service Stipend needs to be updated.
The WPL attorney will be contacted for advice on criminal conviction determination to not automatically bar an applicant from employment vs. Discharge based on conviction of a felony.

Alison Rutley will review the items discussed with Diane Bolduc.

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

Upcoming meetings/events

Finance Committee Meeting – Tuesday, July 23, 2024, at 3:00 p.m.

Policy and Procedure Committee Meeting, Thursday, July 25, 2024, at 3:00 p.m.

Regular Trustees Meeting – Monday, August 12, 2024, at 3:30 p.m.

Linda made a motion to adjourn the meeting at 4:37 p.m. Sandy Whittier seconded the motion. All voted in favor.

Respectfully submitted,
Nancy Bell
HR Committee Secretary

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