

WOLFEBORO PUBLIC LIBRARY
HUMAN RESOURCES COMMITTEE
GENEALOGY ROOM
OCTOBER 27, 2025 1pm

Members present: D. Bolduc (chair), D. Smith, N. Bell, S. Whittier, A. Rutley (Library Director).
Absent : L. Wilburton

The meeting was called to order at 1:05 pm by D. Bolduc.

1. Approval of the minutes of the 7/21/25 meeting was tabled until the next meeting on 12/22/2025, motion by D. Smith, seconded by N.Bell, all voted in favor.

OLD BUSINESS

A vote was taken to table bringing the updated Public Library Policy Manual to our attorney to assess statutory references and the adherence by library policies until January to minimize effects on the budget for 2025. The manual may be sent to our attorney to get a quote for the billing costs in the new fiscal year of 2026.

Motion by D. Smith, seconded by D. Bolduc, all voted in favor.

NEW BUSINESS

Staff Reorganization:

Many projects have been on hold due to staffing, therefore loss of 2 20 hour staff allows for hiring of full time (35 hour) Circulation Manager. This position has been posted, but need not be advertised. Discussion followed regarding number of staff reporting to one manager which will be dispersed when the new Manager is hired. This will entail a new organizational chart being presented at the next Board of Trustees meeting in November.

The committee reviewed the Position Description for the Circulation Manager and made no changes.

The question of salary increases for staff was raised with deference to budgetary effects of the March town election.

Alison will provide members with the latest list of New Hampshire public library salaries for consideration. At that time the change in Lori Pankowski's title may be acted upon.

The meeting was adjourned at 1:55 pm on a motion by D. Smith, seconded by S. Whittier, all voting in favor.

The next Human Resources Committee meeting will be 12/22/2025 at 11am.

The minutes are unapproved until the next meeting, and the approval of the July minutes will be taken at that time.

Minutes taken by Sandra Whittier