

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Beaver Room
July 24, 2023

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

Call to Order: Diane Bolduc opened the meeting at 2:35 p.m.

Approve Minutes of June 26, 2023

Sandy Whittier made a motion to approve the minutes of the June 26, 2023, Human Resources Committee meeting. The motion was seconded by Doug Smith. All voted in favor.

Public Input (none)

Non-Public Session (not needed)

Old Business

Continue Salary Review Process for all Staff Positions

Changes were made to the Part-time Custodian position and the Library Clerk position regarding reporting.

Continue Discussion of Job Descriptions

A discussion was held concerning the description of personnel job titles. A review of the Administrative Assistant job title and position descriptions was held. Job functions were discussed.

We will work on moving items into categories and merging to make job descriptions agree.

Other Old Business – none

Other New Business

The committee will continue with the process at the next meeting. The next meeting will be held on August 28 at 2:30 p.m.

Upcoming meetings/events

Finance Committee Meeting – Thursday, August 10, 2023, at 4:00 p.m.

Wolfeboro Public Library Trustees, Monday, August 14, 2023, at 3:30 p.m.

Human Resources Committee – Monday, August 28 at 2:30 p.m.

Sandy Whittier made a motion to adjourn the meeting at 4:07 p.m. The motion was seconded by Doug Smith. All voted in favor.

Respectfully submitted,
Nancy Bell
HR Committee Secretary

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