

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Beaver Room
November 27, 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 2:48 p.m.

Approve Minutes of October 23, 2023

Sandy Whittier made a motion to approve the minutes of the October 23, 2023, Human Resources Committee meeting. The motion was seconded by Diane Bolduc. All voted in favor.

Public Input (none)

Non-Public Session (not needed)

Old Business

Continue Review of Job Descriptions

Allison met with Michele Chamberlain, Human Resources, at town hall to formulize job descriptions. She was informed that the town is not going to be proceeding with their job description updates at the present time due to budgeting and personnel issues. Alison informed the committee that she will be restructuring the Library Assistants/Circulation and Tech Service position descriptions as new job requirements are being determined.

Also presented by Alison was an update on the Personnel Flow Chart. The committee discussed the Building Cleaner/Custodian/Housekeeping position. It was agreed that it will continue to be referred to as Custodian at the present time.

Joyce Davis and Alison Rutley will review the job descriptions with staff and have the employees sign that they have received the job descriptions.

The committee agreed that the position descriptions are ready to be presented to the Trustees for approval at their December meeting. A general template for the position descriptions was agreed to by the committee. It was agreed that the addition of a statement allowing for ADA accommodation as used by the town be added to the job descriptions.

The committee reviewed the position of Library Director, Assistant Library Director, and Administrative Assistant. It was agreed that the Administrative Assistant description will be held until the next meeting to allow for further updates.

Sandy Whitter made a motion to present job descriptions for the positions of Library Director, Assistant Library Director, Library Clerk, and Custodian to the Board of Trustees for approval. Doug Smith seconded the motion. All voted in favor.

Other Old Business

The updated organizational chart will also be presented to the Board of Trustees at their December meeting.

New Business

The committee will continue with the process at the next meeting. The next meeting will be held on January 22 at 2:30 p.m.

Upcoming meetings/events

Town of Wolfeboro Budget Committee Meeting: November 29, 2023 at 6:00 p.m.

Policy & Procedures Committee Meeting – Thursday, November 30 at 3:00 p.m.

Wolfeboro Public Library Trustees Meeting: December 11, 2023 at 3:30 p.m.

Finance Committee Meeting – December 14, 2023, at 4:00 p.m.

Human Resources Committee – Monday, January 22 at 2:30 p.m.

Sandy Whittier made a motion to adjourn the meeting at 3:50 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.