

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Beaver Room
June 26, 2023

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

Call to Order: Diane Bolduc opened the meeting at 2:30 p.m.

Approve Minutes of May 22, 2023

Sandy Whittier made a motion to approve the minutes of the May 22, 2023, Human Resources Committee meeting. The motion was seconded by Doug Smith. All voted in favor.

Public Input (none)

Old Business

Continue Salary Review Process for all Staff Positions

Diane described the worksheet that is in process as a spreadsheet to compare job descriptions and the numerical value assigned to each task which will allow ease of comparison between positions.

Review of an organizational work chart was held. The chart will be updated as discussed and changes will be presented to the Board of Trustees at the next regular meeting.

Continue Discussion of Job Descriptions

The committee addressed the need to have all job descriptions presented in the same format to enable ease of comparison.

The Library Clerk position and Custodian/Building Cleaner were discussed in detail. Diane will update the job descriptions with changes discussed.

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 July 24 at 2:30 p.m.

Upcoming meetings/events

Policy & Procedures Committee Meeting, Thursday, June 29, 2023, at 3:00 p.m.

Regular Trustee Meeting – Monday, July 10, 2023, at 3:30 p.m.

Friends of the Wolfeboro Public Library Welcome Reception for Allison Rutley, Library Director – Wednesday, July 12, 2023, at 4:00 p.m.

NHLTA Trustee Organization Workshop, Monday July 17, 2023, at 10:00 a.m.

Human Resources Committee, Tuesday, July 24, 2023, at 2:30 p.m.

Nancy Bell made a motion to adjourn the meeting 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.