

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Beaver Room
March 7, 2023

Present - Trustees: Diane Bolduc (chair), Linda Wilberton, Doug Smith, Nancy Bell, Sandra Whittier, Joyce Davis

Call to Order: Diane Bolduc opened the meeting at 4:30 p.m.

Public Input (none).

Old Business (none)

New Business

Outline Committee Goals and Responsibilities

The question as to what the committee needs to address was raised. Job Descriptions was the response.

Discussion of the offer letter to be presented to the selected candidate was held. A copy of the Job Description as approved by the Board of Trustees will be included with the offer.

The committee asked if there were any issues that had been raised by Staff regarding personnel procedures. No items have been raised but will be discussed at a staff meeting. Anything that is not resolved by the handbook should be passed to the HR Committee.

Committee members were given a copy of the handbook to be prepared for the next meeting.

Any suggestion for agenda items should be emailed to Dianne.

The next HR Committee meeting was scheduled for Tuesday, April 18 at 1:45 p.m.

Upcoming meetings/events

Library Director Search Committee – Monday, March 13, 2023 – 10:00 a.m.

Regular Board of Trustees Meeting – Monday, March 13, 2023 - 3:30 pm

Town Meeting/Election Day Tuesday, March 14, 2023 - 8:00 am- 7:00 pm

Library Director Search Committee – Wednesday, March 15, 2023 – 1:00 p.m.

Library Director Search Committee – Friday, March 17, 2023 – 10:00 a.m.

Policy & Procedures Committee Meeting – Friday, March 24, 2023 – 4:00 p.m.

HR Committee Meeting – Tuesday, April 18, 2023 at 1:45 p.m.

Sandy Whittier made a motion to adjourn the meeting 5:10 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 Library Director Search Committee