

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
Beaver Room
May 22, 2023

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

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

Sandy Whittier made a motion to approve the minutes of the April 18, 2023 HR 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

A discussion took place on the process for the HR Committee to use to proceed with the review of positions. Diane described how she envisions the committee will develop a spreadsheet to compare job descriptions.

Discuss Job Descriptions

The committee addressed the differences between the Library Clerk vs. the Library Page positions.

The committee worked on the description of the Library Assistant Circulation position(s). Input as to each position was received in writing from all the employee positions reviewed.

New Business

The committee will continue with the process at the next meeting.

Upcoming meetings/events

Board of Trustees Special Meeting – May 26, 2023: 9:30 a.m.

WPL Policy and Procedures Committee Meeting - May 26, 2023: 3:00 pm.

Friends of the Library Book and Author Luncheon – Friday, June 2, 2023

Wolfeboro Public Library Trustees Meeting – Monday, June 12, 2023 – 3:30 p.m.

HR Committee meeting – June 26, 2023: 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 Library Director Search Committee