

Wolfeboro Public Library
Human Resources Committee
April 18, 2023

Present: Diane Bolduc, Sandra Whittier, Doug Smith, Jeanne Snowdon, Joyce Davis. Excused:
L. Wilburton, N. Bell

The meeting was called to order by chairman Diane Bolduc at 1:50pm.

Public Input: none

Non-Public Session: Not Necessary

Old Business: Minutes from March 7, 2023 were approved on a motion by S. Whittier, seconded by D. Smith. A unanimous vote to accept followed.

New Business:

To set up a salary review process for all staff positions by:

- * Review all current staff position descriptions
- * Ask staff to list all current duties performed for group to compare with position descriptions
- * Assess/ evaluate current organizational chart
- * Seek input from the NHLA
- * Create template for position descriptions with salary ranges
- * Check on RSA which covers tasks that potentially could be performed by volunteers
- * Jeanne and Joyce to provide committee members with current/available position descriptions by next Trustees meeting to allow members time to scrutinize

Discuss current staffing levels:

- * one potential candidate for circulation assistant
- * Full-time IT position vacant
- * Assess need to increase an Administrative Assistant's hours

Next HR committee meeting will be May 22, 2023 at 2:30 pm

June meeting June 26 at 2:30 pm.

A motion to adjourn by D. Smith, was seconded by S. Whittier, was unanimously voted upon.
The meeting was adjourned at 2:50 pm.

Respectfully submitted,
Sandra Whittier