

Wolfeboro Public Library
HR Committee Meeting
September 10, 2018

Present: Trustees: Mike Babylon, Linda Matchett, Doug Smith, Candy Thayer, Linda Wilburton;
Alternate Trustee: Tom Madden; Library Director: Cindy Scott

Linda M. called the meeting to order at 4:32 PM.

Linda M. asked there were any corrections to the minutes of the January 8, 2018 meeting. Hearing none, Candy made a motion to accept the minutes as written. Mike seconded the motion, and it carried unanimously.

Public Input: None, there were no members of the public present.

The committee decided to handle the new business item “Building Expansion and Renovation Project: Planned and Unplanned Closures” first because it is a time sensitive issue.

- The library renovation and expansion project may create the need for closures and/or delayed openings, resulting in a loss of hours for staff and an inability to accomplish tasks. The committee discussed the need to have a policy in place addressing non-exempt staff working from home.
- Topics discussed were:
 - Time reporting
 - Overtime
 - Non-compliance
 - Prohibition of volunteer work
 - How to manage staff productivity
 - Furloughs
- It was agreed Linda M. would draft a policy incorporating the information discussed and send it to Cindy for distribution no later than Friday, September 14, 2018.

The committee moved to Old Business: Discussion of the WPL Employee Handbook/Policy Manual. The trustees reviewed the document, but were unable to complete the review. Therefore, a meeting was scheduled for Monday, September 24, 2018 at 5:00 PM to continue the review.

- Linda M. has the action item to confirm the reference RSA information is correct.
- Tom has the action item to review RSAs to determine if the Trustee’s Chair may authorize the Library Director to fill an existing vacancy.

Linda M. made a motion to adjourn the meeting. Candy seconded the motion, and it passed unanimously.

The meeting adjourned at 5:35 PM.

Respectfully submitted,
Linda Matchett
Chair/Secretary