

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES  
Wolfeboro Public Library HR Committee  
September 24, 2018  
Minutes

Present: Trustees: Tom Madden, Linda Matchett, Doug Smith, Candy Thayer; Library Director: Cindy Scott

The meeting was called to order at 5:08 PM.

Linda asked if there were any corrections to the minutes of the September 10, 2018 meeting. Hearing none, Doug made a motion to accept the minutes as written. Candy seconded the motion, and it passed unanimously.

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

Old Business:

- Building Expansion and Renovation Project Planned and Unplanned Closures: The Trustees reviewed the draft Telecommuting policy and changed some of the wording. After a brief discussion, Doug moved to accept the Telecommuting policy as amended and to present it for approval to the full board at the next regularly scheduled Board of Trustees meeting. Candy seconded the motion, and it passed unanimously.
- Discussion of WPL Employee Handbook/Policy Manual: The committee continued to review the document from where they left off at the previous committee meeting. Changes and corrections were made, and the following action assigned:
  - Linda is to check FMLA laws to determine what is defined as “immediate family.”
  - Linda will do a “search and replace” within the document to change “vacation” or “sick” leave to “leave time.”
  - The committee did not finish the document review, and have scheduled a meeting on Monday, October 15, 2018 at 4:30 PM to continue the project.

The meeting was adjourned at 6:28 PM.

Respectfully submitted,  
Linda Matchett  
Chair/Secretary