

Wolfeboro Public Library HR Committee
Meeting Minutes
October 15, 2018

Present: Trustees: Mike Babylon, Linda Matchett, Doug Smith, Candy Thayer; Library Director: Cindy Scott

The meeting was called to order at 4:35 PM.

Linda asked if there were any corrections to the minutes of the September 24, 2018 meeting. Hearing none, Candy made a motion to accept the minutes as written. Doug seconded the motion, and it passed unanimously.

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

Old Business:

Discussion of WPL Employee Handbook/Policy Manual: The committee continued to review the documentation from where they left off at the previous committee meeting. Changes and corrections were made. The following actions were assigned:

- Linda will look at RSA 202-A:17 to determine if Section 7.D.b is correct.
- Linda will craft a sentence about payment in lieu of notice.
- Linda will investigate laws/NH municipal policies regarding weapons
- Linda will set up a meeting with Jeff Urquhart to discuss Trustee questions about Town policies and information.

The goal is to have a completed draft to the HR committee no later than November 19, 2018.

Telecommuting policy: There was no discussion as the policy was voted on at the September 24 meeting to present the policy to the full board of Trustees.

New business: There was a brief discussion about the promotion of one of the Library Assistants to Adult Services Librarian. Cindy will draft a position description for the committee to review.

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

Candy made a motion to adjourn. Doug seconded the motion, and it passed unanimously. The meeting adjourned at 5:12 PM.

Respectfully submitted,
Linda Matchett
Secretary/Chair