

Wolfeboro Public Library
Board of Trustees
HR Committee December 10, 2018 Meeting
Minutes

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

The meeting was called to order at 4:30 PM.

Linda asked if there were any corrections to the November 19, 2018 HR committee meeting. Hearing none, Candy made a motion to accept the minutes as written. Tom seconded the motion, and it passed unanimously.

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

Old Business:

- Review and discussion of proposed Wolfeboro Public Library Employee Handbook.
 - The committee continued to go through the draft document. Changes and corrections were made.
 - The committee completed its review of the full document.
 - Linda will incorporate Board input and research answers for the questions raised.
 - Linda will distribute the final draft version of the Handbook to the HR committee through Library Director, Cindy Scott no later than Wednesday, December 19. Members of committee will peruse the document and report to Cindy no later than January 4 if he or she feels another committee meeting is required before sending the document to the full Board of Trustees for consideration.

New Business: None

Doug made a motion to adjourn. Candy seconded the motion, and it passed unanimously.

The meeting adjourned at 5:25 PM.

Respectfully submitted,
Linda Matchett
Chair/Secretary