

Wolfeboro Public Library
Board of Trustees
HR Committee May 13, 2019 Meeting
Minutes

Present: Trustees Mike Babylon, Doug Smith, Candace Thayer; Library Director Cindy Scott
Guest: Deborah Long Smith

The meeting was called to order at 4:36 pm. Doug volunteered to chair the meeting.

There was no public input.

Candy moved and Doug seconded that the minutes of the December 10, 2018 meeting be approved. The motion carried.

The Draft Adult Services Librarian Job Description was reviewed. This will be a full time supervisory position. The job title and job description have been changed to accurately reflect what the job candidate actually does and will include the scheduling and management of circulation desk employees and volunteers in addition to responsibilities for collection development, book discussion groups, reference, patron requests and programming. The format of the job description mimics the format of other library job descriptions. Cindy will make the recommended changes for the June LBOT meeting.

The Committee will recommend a salary range comparable to the IT Coordinator and link it to comparable, in terms of job knowledge and responsibility, Town positions and wages.

Goals 2019:

- Survey NH library salary ranges;
 - Find a sensible way to do cost of living adjustments and step raises.
 - Our latest wage schedule is 2016.
 - This should be completed by Mid-August in preparation for the development of the 2020 budget.
 - Library Assistant wages are in the same range as a groundskeeper.
- Update job descriptions as needed.

Cindy said the move into the new, completed building will bring about operational changes as the staff will be more separated than they are now in the current and construction diminished library space.

The meeting was adjourned at 5:23pm.

Respectfully submitted,

Candace Thayer