

Wolfeboro Public Library Human Resources Committee Meeting

Wednesday, September 30, 2020

Meeting called to order by Chair, Doug Smith at 11:11 a.m.

Present: Steve Farley, Cindy Scott, Doug Smith, Deborah Long Smith, Candy Thayer via phone

Discussion of proposed Children's Librarian Position Description

The proposed job description is based on a previous job description for the position of Children's Librarian when the job also included Assistant Director responsibilities. We are separating the one position into two positions. The job description maintains the same format as all the other library job descriptions.

Action: The committee reviewed the position description and decided to send it to the Board of Trustees without suggesting any changes. The Library Director received authorization to advertise the position nationally.

Discussion of proposed Assistant Library Director Position Description

The Committee felt that the job description as presented covers the points that we need to address and describes the necessary skill set.

Action: The committee reviewed the position description and sent it to the Board of Trustees as resented.

Position Grade and Salary Range

The Committee reviewed information on salary ranges and the grade levels established by the Town. The Children's Librarian position is currently classified as Grade 6.

Action: The Committee feels this job should remain a Grade 6.

The Assistant Library Director is an expansion of an existing position. It now includes more supervisory responsibility.

Action: Based on increased responsibility in library administration we feel this position should be re-classified as a Grade 8.

New Business

The future goals of this committee may include:

- Reviewing all position descriptions and updating the salary ranges

- Exploring the structure of annual staff evaluations

Motion to adjourn made by Doug, seconded by Candy. Meeting adjourned at 12:12.

Respectfully submitted,

Deborah Long Smith