

**Wolfeboro Public Library Board of Trustees
Human Resources Committee Minutes
Virtual Meeting Friday, November 6, 2020**

The meeting was called to order at 9:38 by committee chair, Douglas Smith with Deborah Long-Smith as acting secretary.

Present virtually were: Cindy Scott, Stephen Farley, Doug Smith. Deborah Long-Smith and Candy Thayer.

Minutes from the September 30, 2020 meeting were approved unanimously by a roll call vote.

DISCUSSION: Open staff position for Children's Librarian

The position was advertised nationally and 107 applications were received. Candidates who did not meet the minimum requirements of having experience working with children and good technology skills were eliminated during the first round. Cindy will follow up with phone calls to the remaining candidates. This will be an informal review of the job description and a discussion of pertinent information about benefits. The next step will be a virtual interview.

The Town offered to have H.R. Coordinator, Michelle Chamberlain, be an ad hoc member of our committee.

ACTION: The HR Committee recommends to the Board of Trustees that we accept the Town's offer to have Michelle Chamberlain included in the selection process.

DISCUSSION: Covid 19 Compliance

Two staff members made trips to Florida and are abiding by the quarantine guidelines. No action required.

At 9:58 a.m. the Committee entered a non-public session which ended at 10:15 a.m.

The meeting adjourned at 10:19 a.m.

Minutes Submitted:

Deborah Long-Smith