

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library HR Committee
September 11, 2017
Minutes

Present: Trustees: Tom Madden, Linda Matchett, Susan Raser, Candy Thayer, Linda Wilberton;
Library Director: Cindy Scott

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

Linda asked if there were any corrections or amendments to them minutes of June 12, 2017 meeting. Hearing none, Susan made a motion to accept the minutes as written. Candy seconded the motion, and it passed unanimously.

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

Old Business: None

New Business

- Discussion of Unpaid Employee Lunches: Linda gave a brief background regarding the implementation of the Meals and Rest Periods policy. Cindy indicated some of the employees would prefer not to extend their day in order to implement the unpaid break period. After further discussion, Candy made a motion to indefinitely postpone the implementation of the Meals and Rest Period policy. Susan seconded the motion, and it passed unanimously. Linda asked Cindy to remind the employees that the library is legally required to provide the break, and they must take a break. It was decided that Linda would create a sign to be posted in the Employee Break room regarding this requirement.
- Discussion of Policy Manual: Linda reported that the policy manual/handbook project has not been completed. There was a discussion about the status of the project, and Cindy indicated that she and Cheryl had begun to compile the document. Tom reported that he could obtain a copy of the Durham handbook for comparison. It was decided that Cindy and Tom would forward their documents to the committee for review. Members are asked to indicate their thoughts on a feasible completion date.
- Position Descriptions for Board of Trustees members and officers: Linda commented that with the recent influx and resignation of board members that position descriptions that outlined responsibilities might be helpful to new members as well as recruiting efforts. Susan was tasked with finding sample descriptions, from NHLTA and other sources, and present them at the next committee meeting (Date TBD).

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

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

Respectfully submitted,

Linda Matchett/Chair & Secretary