

Minutes  
Wolfeboro Board of Trustees HR Subcommittee Meeting  
May 28, 2014

Present: Trustees: Michael Hodder, Linda Matchett, Candy Thayer; Library Director: Cindy Scott

The meeting was called to order at 3:00 PM.

Linda asked if any other committee members were interested in Chairing the HR subcommittee or acting as Secretary. Michael and Candy indicated they had their hands full with their other Library Trustee commitments. Linda agreed to handle both positions.

The committee discussed their goals and objectives for 2015 and the remainder of 2014. Items of importance include:

- a review of the current HR policies
- a review of the library position descriptions (especially against ADA requirements)
- a review of the library salary ranges

The committee agreed that a review of current HR policies will be its first priority in order to ensure legal compliance as well as a determine whether additional policies are needed. Cindy will send Linda copies of all current policies and the Wolfeboro counterparts. Linda will make a list of policies required by the Federal and State governments as compared to policies in place for the library. The committee will work from the list to revise and/or create the necessary policies.