

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library HR Committee
October 3, 2014, Following the regularly scheduled Trustees' meeting
Agenda

Present: Trustee Committee Members: Mike Hodder, Linda Matchett, Susan Raser, Candy Thayer;
Library Director: Cindy Scott

The meeting was called to order at 2:45 PM.

Linda asked if there were any corrections to the minutes of July 10, 2014 meeting. Hearing none Candy made a motion to accept the minutes as written. Mike seconded the motion, and it passed unanimously.

Public Input: There were no members of the public present.

Old Business

None

New Business

Discussion of draft policies:

Antiharassment – Committee members discussed the drafted policy.

- “Sexual orientation” and “genetic information” were added to the list of protected classes.
- “Electronic” was added in two places under Definitions of Harassment.
- “Up to and including termination” was added to “...will be subject to disciplinary action.”
- “Employees will annually review and affirm their adherence to the policy” was added. In addition a separate signature page will be added.
- There was confusion about the first paragraph under “Individuals and Conduct Covered.” Linda has been tasked to revise the paragraph and present the amended policy at the next HR Committee meeting scheduled for December 5, following the regularly scheduled Trustees' meeting.

Hiring of Relatives – There was a brief discussion after which Mike made a motion to accept the policy as written and present it to the full board of Trustees for consideration at the November 7, 2014 Trustees' meeting. Candy seconded the motion, and it passed unanimously.

Discussion of amended policy:

Employment (formerly called Methods of filling vacancies) -

- “Include a complete job description” was added under “The request to create a new position shall:”
- “Sexual preference” and “genetic information” was included in the list of protected employees in paragraph D.
- Two suggested paragraphs under “Internal Transfers/Promotions” were deleted.
- Two typographical errors were corrected.
- Linda has been tasked to contact the State Police to determine if copies of the background check form is to be provided to applicants. The amended policy will be presented at the next HR Committee meeting scheduled for December 5, following the regularly scheduled Trustees' meeting.

Discussion

Outside employment: There was a brief discussion about whether employees will be allowed to hold outside employment in addition to their library positions. It was determined that they will be, but full time employees will be expected to consider the library their primary employer. Part time employees will be

expected to give sufficient notice should their primary employer require them to miss their scheduled shift at the Library.

Leave Time: Cindy confirmed that leave time is used for sick, vacation, personal time, bereavement and maternity/paternity.

Other discussions:

Lunches – Cindy indicated that staff are currently paid for their lunch breaks and therefore must remain within the building to be available for work. She asked if the policy could be expanded to allow employees to leave the building but remain on the library premises and be available by cell phone. The committee determined her request was acceptable.

Managing Cindy's time: There was a brief discussion regarding docking Cindy's time and requiring the use of leave time when she works a partial day.

Public Input: There were no members of the public present.

Mike made a motion to adjourn the meeting. Candy seconded the motion, and it passed unanimously. The meeting adjourned at 3:50 PM.

Respectfully submitted,
Linda Matchett