

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library HR Committee
December 5, 2014, Following the regularly scheduled Trustees' meeting

Present: Michael Hodder, Linda Matchett, Susan Raser, Carol A. Smith, Candy Thayer

The meeting was called to order at 2:26 PM.

Linda asked if there were any changes to the minutes of the October 3, 2014 meeting. Hearing none, Mike 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

Discussion of amended policies:

- Employment (formerly called Methods of Filling Vacancies) – The committee reviewed the amended policy and made a further amendment: “the advertising in the press or on-line” was changed to “posting the opening publicly.” Mike made a motion to present the policy as amended to the full WPL Board of Trustees at the January 2, 2015 meeting. Susan seconded the motion, and it passed unanimously.
- Antiharassment – There was extensive discussion regarding this policy. Additional changes were made as follows:
 - “up to and including termination of employment” was added to the end of this sentence: “False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.”
 - The following sentence was added: “If the said inappropriate behavior is deemed to be of a criminal nature, the appropriate authorities will be notified immediately.”
 - The committee agreed to review the revised policy at the next HR committee meeting before making a decision to present it to the full WPL Board of Trustees.

New Business

Discussion of draft policies:

- Drug Free Workplace: There was extensive discussion regarding this policy.
 - Changes were made as follows:
 - Linda was asked to revise the paragraph on “Post-Accident” and present the amended policy at the next HR Committee meeting.
 - “and volunteers” was added after “This policy applied to all employees”
 - “and volunteers” was added after “The following work rules apply to all employees”
 - “discharge” was changed to “termination of employment” in an effort to be consistent with policy language.
 - “without pay” was added after “Employees will be paid for time spent in alcohol/drug testing and then suspended”
 - “All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband.”
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- Bullying and Violence in the Work Place: There was extensive discussion regarding this policy. Changes were made as follows:

- The addition of the following sentence: “If the said inappropriate behavior is deemed to be of a criminal nature, the appropriate authorities will be notified immediately.”
- The removal of the sentence: “Employees are encouraged to report safety concerns with regard to intimate partner violence.”
- “The Wolfeboro Public Library will not retaliate against employees making good-faith reports and will promptly ensure ~~thoroughly investigate~~ all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities are investigated.
- Linda was asked to investigate the availability of an Employee Assistance Program through the town for Library employees and present the information at the next HR committee meeting. The committee will revisit the policy and make a decision about presenting it to the full WPL Board of Trustees at that time.

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

The committee scheduled the next meeting for January 2, 2015 following the regularly scheduled WPL Board of Trustees meeting.

Mike made a motion to adjourn. Carol seconded the motion, and it passed unanimously.

The meeting adjourned at 3:12 PM.

Respectfully submitted,

Linda Matchett