

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library HR Committee

Minutes February 6, 2015 Meeting

Present: Trustees – Mike Hodder, Linda Matchett, Carol A. Smith; Library Director – Cindy Scott

The meeting was called to order at 2:42 PM

Linda asked if there were any changes or corrections to the minutes of January 2, 2015 meeting. Hearing none, Mike made a motion to accept the minutes as written. Carol 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 draft policies:

- Payment of Wages – The policy was discussed, and the following changes made:
 - Delete “It is the Wolfeboro Public Library's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.”
 - Changed “the aforementioned schedule” to “that holiday.”
 - Deleted “either a savings or checking account at”
 - Added “and cashed” after “In the event the lost paycheck is recovered.”
 - Changed “company” to “Town”
 - Mike made a motion to accept the policy as amended, and to present it to the full Wolfeboro Public Library Board of Trustees at their next regularly scheduled meeting. Carol seconded the motion, and it passed unanimously.
- Time Reporting – The policy was discussed, and the following changes made:
 - Changed “tenth of an hour” to “quarter of an hour.”
 - Deleted “The workday is defined as the 24-hour poeriod starting at 12:00 AM and ending at 11:59 PM.”
 - Deleted “The usual workweek period is 40 hours.”
 - Added “in a timely fashion” after “Employees will submit their time record.”
 - Indicated Monday as the first day of the workweek and Sunday as the last day of the workweek.
 - Carol made a motion to accept the policy as amended, and to present it to the full Wolfeboro Public Library Board of Trustees at their next regularly scheduled meeting. Mike seconded the motion, and it passed unanimously.
- Meal and Break Periods – After a brief discussion, it was agreed that further research needed to be done on the policy before it could be completed and voted on. Linda and Cindy will meet to discuss current operations and other pertinent information.
- Personnel Files – The policy was discussed, and the following changes made:
 - “under the Library Director's supervision” was added after “Supervisors may only have access to personnel file information on a need-to-know basis.”

- Changed “may request to inspect such employee's personnel file” to “may inspect his or her personnel file.”
- Changed: “Personnel file access by current employees and former employees upon request will generally be permitted within three business days.”
- Added “or her” after “If, upon inspection of his”
- Changed “in such file” to “therein.”
- Changed “supporting such version” to “in support.”
- Added “lawfully executed” between “in the course of their” and “duties.”
- Mike made a motion to accept the policy as amended, and to present it to the full Wolfeboro Public Library Board of Trustees at their next regularly scheduled meeting. Carol seconded the motion, and it passed unanimously.
- Solicitations, Distributions and Posting of Materials – The policy was discussed, and the following change made:
 - Correction of “are” to “is”
 - Carol made a motion to accept the policy as amended, and to present it to the full Wolfeboro Public Library Board of Trustees at their next regularly scheduled meeting. Mike seconded the motion, and it passed unanimously.
- Discipline – The policy was discussed and the following changes made:
 - Changed “Every employee has” to “Employees have”
 - Changed “his/her duties” to “their duties”
 - Deleted “last for a predetermined amount of time”
 - Deleted “period”
 - Changed “dismissal” to “termination of employment”
 - Moved the paragraph beginning “Wolfeboro Public Library reserves the right” to be the fourth paragraph of the document.
 - Mike made a motion to accept the policy as amended, and to present it to the full Wolfeboro Public Library Board of Trustees at their next regularly scheduled meeting. Carol seconded the motion, and it passed unanimously.

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

Next meeting: Linda will discuss possible meeting dates with committee member Susan Raser and present them to the rest of the committee in order to schedule the next meeting.

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

The meeting adjourned at 3:38 PM.

Respectfully submitted,
Linda Matchett