

## WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

### Wolfeboro Public Library HR Committee

Minutes April 3, 2015 Meeting

Present: Trustees - Michael Hodder, Linda Matchett; Alternate Trustees – Susan Raser, Carol A. Smith; Library Director – Cindy Scott

The meeting was called to order at 2:34 PM.

Linda asked if there were any corrections to the minutes of the February 6, 2014 meeting. Hearing none, Mike made a motion to accept the minutes as written. Susan seconded the motion, and it passed unanimously.

Public Input – None as there were no members of the public present

#### Old Business -

- There was a brief discussion about the library's hiring practice. Mike asked about the status of the Meals and Rest Times policy. Linda indicated she and Cindy needed to meet about both topics, and would set up a meeting.

#### New Business

- The following policies were discussed:
  - Outside Employment: There were minimal grammatical and clerical corrections made. Mike made a motion to present the amended policy to the full Board of Trustee at the May 1, 2015 meeting. Carol seconded the motion, and it passed unanimously.
  - Smoke Free Workplace Policy: Substantive changes were made as follows:
    - First sentence: “we” was changed to “the Wolfeboro Public Library”
    - “as well as the life-threatening diseases linked to the use of all forms of tobacco” was deleted
    - “shall be” was changed to “is”
    - “effective XXX” was deleted
    - “Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff” was deleted
    - “newsletters, e-mail, and/or orientation and training provided by their supervisors” was removed.
    - Carol made a motion to present the amended policy to the full Board of Trustees at the May 1, 2015 meeting. Mike seconded the motion, and it passed unanimously.
  - Use of Social Media by Employees: Changes were made as follows:
    - “contractors” was deleted
    - “The same principles and guidelines found in Library policies and three basic beliefs apply to your activities online” was deleted
    - “of employment” was added after “termination”
    - The paragraph beginning “Respect financial disclosure laws” was deleted
    - “Refrain from using” was changed to “Do not use”
    - “we” was changed to “the Wolfeboro Public Library”
    - There were also some grammatical and clerical corrections made
    - Mike made a motion to present the amended policy to the full Board of Trustees at the May 1, 2015 meeting. Carol seconded the motion, and it passed unanimously.
  - Information Technology and Equipment Use Policy: After a brief discussion it was decided that further work was needed on this policy. Susan will re-work the policy and a committee

meeting will be scheduled as appropriate.

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

Mike made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 3:28 PM.

Respectfully submitted,  
Linda Matchett  
Committee Chair and Secretary