

Wolfeboro Public Library  
Board of Trustees  
Human Resources Committee

Minutes: October 2, 2016

Meeting opened: 2:43 PM

Attending: Linda Matchett, chair; Mike Hodder, member; Bob Cain, member; Susan Raser, member; Cindy Scott, library director.

Mike moved to accept the minutes of the June 12, 2015 human resources committee meeting. Linda seconded and the motion was unanimously approved.

**Old Business:**

Mike asked if the compensation policy previously discussed at the July 27, 2012, had been adopted. Cindy and Linda advised that the policy was discussed but not adopted and is being held in abeyance until the other policies were finalized and adopted. It will be revised in the near future and will be presented to the full board of trustees once revised.

**New Business:**

The revised computer use policy was discussed and several changes were recommended. Mike motioned that the revised policy with those changes be presented to the full board of trustees at the next meeting. Linda seconded the motion and it was unanimously approved. Susan will make the necessary changes.

Cindy asked for guidance from the committee on a proposed Wolfeboro Public Library Policy Manual and whether it should contain all of the new policies that have been adopted. Linda recommended that a Employee Handbook should be created rather than a policy manual, and that the policies are currently separate documents that can be utilized individually until the handbook is created. Additional policies need to be developed concerning compensation, wages, and time-off. One issue that needs to be addressed is the payment of accrued leave to employees who leave library employment. Cindy and Linda will create a proposed organizational structure for the library after expansion and will create an interim structure prior to addressing compensation.

No future meeting dates were set.

The meeting was adjourned by unanimous vote at 4:00 PM, following a motion by Mike that was seconded by Linda.