

Wolfeboro Public Library
Board of Trustees
HR Committee Meeting
July 8, 2016
Minutes

Present: Trustees: Mike Hodder, Linda Matchett, Candy Thayer; Alternate Trustees: Bob Cain, Susan Raser

The meeting was called to order at 2:25 PM.

Linda asked if there were any changes to the minutes of the March 4, 2016 meeting. Hearing none, Mike made a motion to accept the minutes as written. Susan seconded the motion, and it passed unanimously.

Public Input: No members of the public were present.

Old Business: None

New Business:

- Linda presented the current organizational chart and a proposed chart for consideration for the future. Discussion followed with no motion made.
- Position descriptions: Descriptions were discussed and changes indicated by underlines:
 - Administrative Assistant
 - One year accounting experience or equivalent education and/or experience.
 - The AA will only be used on the front desk as a last resort.
 - Library IT Coordinator
 - Performs IT help desk duties for staff and patrons.
 - Linda to ask Dave Shea, IT Volunteer for feedback on the description.
 - Library Page
 - Delete educational requirement
 - Library Assistant – Technical services: No changes
 - Library Assistant – Circulation: No changes
 - Assistant Director/Children’s Librarian
 - Linda to discuss what sort of children handling skills should be added to the description
 - Mike made a motion to present the descriptions to the full Board of Trustees on August 5, 2016 if Cindy and Dave have an opportunity to provide the requested input. Bob seconded the motion, and it passed unanimously.

Linda made a motion to adjourn. Mike seconded the motion, and it passed unanimously. The meeting adjourned at 3:38 PM.

Respectfully submitted,
Linda Matchett
Chair/Secretary