

Library Board of Trustees Human Resources Committee Meeting

February 28, 2012 @ 9:00 AM
Library 3rd Floor Conference Room

Present: Susan Plante, Mike Lawler, and Dianne Hathaway, Director
DRAFT Minutes submitted by: Mike Lawler

Meeting called to order at 9:07 AM by Susan Plante.

Agenda item: Review of Minutes from Public meeting on December 13, 2011.

Motion to approve as submitted by Sue, Seconded by Mike, approved unanimously.

Agenda item: Review of Minutes from Non-Public meeting on December 13, 2011.

Motion to approve as submitted by Sue, Seconded by Mike, approved unanimously.

Discussion about Board Self-evaluation scheduled for June. It was decided that we will send the results from the prior year and the form for the new Board Self-Eval before the April LBOT meeting. Further it was agreed that the Self-Eval process should take into account feedback from the upcoming area Trustee Session and the NHLTA conference.

We briefly discussed reviewing the Director Evaluation process and criteria. Again, we will look for feedback from the NHLTA conference. It was also discussed that changes to the number of criteria or changes in criteria may affect the merit matrix. As we discuss this further in future meetings, we will be mindful of this.

Sue then recommended that we send the current Merit Matrix to the A&F committee for review.

We will begin to review the Town Personnel Policy and those of other Libraries who have created stand-alone Library Personnel Policies. We will begin to collect policies and look into towns that have been through this process recently.

Dianne was then invited to join us and present her plans for changing the personnel allocation in light of Marsha's retirement. Dianne recommended that when Patti is elevated into Marsha's position, that Patti's old position be split into a thirty hour position and a ten hour position. The justification for this is that Patti is currently allocated between both Circulation (thirty hours) and Children's (ten hours.) Dianne feels that splitting the position will give better coverage at circulation. Sue then asked if this would fit within the current budget. Dianne replied that due to the positions not being full time, there would be no increase in cost, and possibly even a savings. It was agreed that HR would present this to the Board at their next meeting.

Meeting adjourned by motion, seconded and unanimous vote at 10:20 AM.

The next meeting date has not been scheduled.

