

Library Board of Trustees
Human Resources Committee Meeting

June 8 15, 2012 @ 9:00 AM
Library 3rd Floor Conference Room

Present: Susan Plante, Kathy Holt, and Mike Lawler
Minutes submitted by: Mike Lawler

Meeting called to order at 9:08 AM by Susan Plante.

Agenda item: Review of Minutes from Public meeting on May 8, 2012.

Motion to approve as submitted by Sue, Seconded by Mike, approved 2-0-1 with Kathy Holt abstaining.

Sue gave an overview of the duties of the HR Committee including the Director's Evaluation, Board Self Evaluation and hiring, and working with other staff issues.

Mike then gave an overview of the Employment Law and Personnel Policies presentation given at the NHLTA conference. Copies of all of the presentations should be available on the NHLTA web site.

The Committee then discussed the process and criteria for the Director's Evaluation. It was agreed by all that we would use the same process and criteria as last year. We will again have her do a self-evaluation after which, we will meet with her to go over it and have the Board complete her review in the July meeting.

We then discussed recommending that the Board restore the five hours previously cut from the Library Assistant – Adult Services position, bringing this position back to 40 hours per week. The money for this exists in the salary lines of the budget that was approved.

Lastly, we agreed to recommend to the Board that Zachary Pennick be hired for the regular custodian position and continuing the search for a backup custodian.

Meeting adjourned by motion, seconded and unanimous vote at 10:18 AM.

The next meeting date has not been scheduled.