

**Goffstown Public Library
Human Resources Committee Meeting – January 2, 2020
2:00 p.m. 3rd Floor Meeting Room**

Call to Order at 1:58 p.m by Kathy Holt, Chair

Present: Kathy Holt (chair), Diane Hebert, Kathy Coughlin, Dianne Hathaway

Minutes of Last Meeting November 26, 2019

Moved to accept by Kathy Coughlin, second by Kathy Holt.

Yea: 2 No: Abstain: 1

New business:

- Review / revise job descriptions for Head of Youth Services, Library Aide Circulation & ILL, Library Page, Library Assistant Youth Services, Library Assistant – Social Media & Web Services, Technical Services Assistant, Library Director. Kathy Coughlin moved to send revised job descriptions to board, Diane Hebert seconded. The motion passed unanimously. Dianne Hathaway will make suggested edits and send to full board for January meeting.
- Changes to the town employee health plan went into effect 1/1/2020. The library’s personnel manual needs to be updated. Kathy Coughlin made a motion to add the amended version approved by the town as an appendix to the library personnel manual. Diane Hebert seconded. Motion passed unanimously. Diane Hebert will add amended information to GPL personnel and send updated copy of manual to Dianne Hathaway for distribution to the staff.

Old business:

- LBOT self-evaluation – new version of the evaluation sent out as a Google form by Kathy Coughlin. HR Committee should review and send her any suggested changes to language. Kathy also asked that the committee do some test surveys so she can test out the analytics features. These can be discounted from the real evaluation results.

Other:

- Next meeting: review policy matrix for necessary updates.

Motion to adjourn made by Kathy Holt at 3:15 p.m.

Draft minutes of this meeting will be available to the public within 5 business days.

NEXT meeting of Human Resources Committee – 1/22/20