

**Goffstown Public Library
Human Resources Committee Meeting – June 24, 2020
Remote Meeting via WebEx**

Call to order at: 6:01pm.

The meeting opened with the reading of Right to Know Remote Meeting Checklist:

Town of Goffstown Right-to-Know Law Meeting Checklist

As Chair of the Human Resources Committee of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Human Resources Committee is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 132 593 0116, following any other instructions.

b) Providing public notice of the necessary information for accessing the meeting;

The Library previously gave notice to the public of how to access the meeting using the available telephone number with the meeting posting.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll call in

Kathy Holt, chair; Aimee Gaudette; Kathy Coughlin (stepped out of meeting from 6:42-6:58); Dianne Hathaway, Library Director.

Diane Hebert: Joined at 6:44 [family members present in room: wife Melanie Renfrew-Hebert & children Noah Renfrew-Hebert (8), Elijah Renfrew-Hebert (3).]

Minutes of last meeting - May 27

Need revisions to note that Dianne Hathaway was not present at the May meeting, Aimee Gaudette did the 2nd to come out of nonpublic session.

Motion to accept minutes as amended made by Kathy Coughlin, second by Aimee Gaudette. Roll call vote: Kathy Coughlin (voting in Diane Hebert's absence), aye; Aimee Gaudette, aye; Kathy Holt, aye.

Non Public minutes: Derek Horne's name spelled wrong. Spelling corrected and new minutes sent.

New BusinessGoal Overview

- New Director and Self Evaluation process and review form, pay matrix, change in placement, transition planning (Dec).
- Discussion of Director evaluation: still need to tweak some of the format and come up with review form. Kathy Coughlin recommends that we pull in LBOT Chair because they actually go over the evaluation with the director.
- Dianne Hathaway to send copy of non-exempt review that she uses for staff.

Wage matrix discussion

- The HR committee did a reorganization last year and a market adjustment. Dianne Hathaway recommends that HR review pay matrix in May. Changes take effect July 1. Dianne Hathaway's goal is to plan for potential minimum wage increase (to \$15) to make sure increases are budgeted for. Only labor grades 0 and 1 are below \$15. Dianne needs to review job descriptions for these positions.
- HR calendar: add this to the June spot.
- Dianne will take this to A&F and tell them HR supports the idea.

Personnel Manual

- Dianne has emailed town administrator to check for any changes that need to be incorporated into the personnel manual; she has not yet heard back. HR will put this on the agenda for the January meeting.

NHLTA Nominations

- Nominating Friends was mentioned at June LBOT meeting – Diane Hebert agreed to draft a letter with input on content on nomination from Aimee Huntemann / other board members.
- The committee reviewed the nomination letter for Director of the Year and discussed feedback submitted by LBOT members. Kathy Holt has incorporated some already. The board needs to vote on this nomination in July in order to submit it to NHLTA by the August due date.
- Letters of support for director's nomination have been sought from 6 people. The committee consensus was that this is sufficient and additional letters are not needed. The nomination packet can't exceed 10 pages of support.

July meeting modality

- The committee discussed whether to meet in person or remotely. After a debate of pros and cons of the 3rd floor meeting space, the committee decided to meet remotely for July and make a decision then for August.

Action Items

- **Dianne Hathaway:** send copy of review for non-exempt staff, connect with A&F over potential increase to minimum wage. Add wage discussion to June in HR calendar.
- **Kathy Holt:** put discussion of personnel manual on January agenda. Talk to LBOT chair about nomination of Friends for NHLTA award. Invite LBOT chair to July HR meeting to discuss evaluation form and process. Send revised letter of nomination to Diane Hebert for editing.
- **Diane Hebert:** edit revised letter of nomination for Director; send out for committee review ASAP.

Motion to adjourn made by Kathy Holt at 7:40 pm

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

NEXT meeting of Human Resources Committee – 7/22/20