

Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3rd Floor Meeting Room at 6:00 pm on 08/25/2021

Attendance: Aimee Huntemann, Minute Taker; Diane Hebert, Chair; Kathy Holt; Dianne Hathaway, Library Director

Call to Order: 6:08 pm

Announcements: None

Old Business:

1. Approval of Minutes from 7/29/2021 Public:
 - Aimee made a motion to accept the public minutes with revisions, Kathy seconded. Motion approved 3-0-0.
2. Library Director Evaluation
 - Diane drafted potential changes based on the Job Description.
 - The question was raised, could this be a collaborative review?
 - Discussed how to accurately assess the Director's relationship with staff. Suggestions were to bring it up at a Full Board meeting, to add a slot for discussion with a Trustee at annual training day, and to draft a short annual survey about the work atmosphere for the staff to take.
 - Diane mentioned that the staff visions received so far reflect a happy atmosphere.
 - We also talked about the need to move this from Google to Microsoft Forms for security.
3. New Trustee Onboarding
 - Documents and information are good. Will consider adding document that shows Director vs. Trustee responsibilities (purview).
 - Discussion of formalizing a new trustee buddy system where new members would be assigned a seasoned member to sit with and ask questions as needed.
 - Discussion of having 3, 6 and 9- month check ins for new members with the Chair/Vice-Chair and Director to answer questions as new members learn more.
 - Diane may experiment with format/presentation of the onboarding materials to make them easier to navigate. Google Sites may be a good option for this, as this information is not confidential.
 - Dianne will talk to Tammy G, to find out if the library already has access to something similar to Google Sites.
 - We discussed if Google sites would be a good option for posting all of the regular monthly meeting documents in one place for ease of access.

New Business:

4. Information from Town Administrator about potential Non-Union matrix changes
 - One of the committee's ongoing goals is to look at the pay matrix to ensure that it is competitive.
 - We discussed the chart and information provided by the Town Administrator.
 - The committee asked Dianne to get some clarification about the information from Derek Horne.
 - This is a discussion that will be moved to the A&F committee in case any changes are needed for this budget season.
 - Covid seems to have led to many job openings which may be driving overall wage increases in libraries and we don't want to fall behind.
5. Alternate Trustee Policy
 - This policy was reviewed and no changes are recommended.

Kathy made a motion to recommend the Alternate Trustee Policy to the LBOT for approval with no changes. Diane seconded. Motion approved 3-0-0.

6. Succession Planning
 - Diane sent a link to information from a Texas library about succession planning to review for the next meeting.
 - Kathy emailed out information from the Hillstown Coop presentation on the same topic for review so it can be discussed in September.
7. Action Items
 - Committee will review drafted changes to Library Director Evaluation and submit suggestions to Diane, for discussion in September.
 - Diane will look at potential changes to make Onboarding more navigable and attractive in Google Sites.
 - Dianne will contact the Town Administrator for clarification on potential market increase and projected Social Security COLA increases.
 - Dianne will talk to Tammy about options besides Google Sites for potential format change for Trustee Onboarding information.
 - Committee will review information from Diane and from Kathy on Succession Planning for discussion in September.
8. Parking Lot
 - Work on revising and cleaning up the LBOT self-evaluation in the future.
 - Employee Benefits Survey Results?

Motion to Adjourn: 7:36 pm

Next Meeting: Wednesday, September 22, 2021 @ 6:00 pm at the library, in the 3rd floor meeting room.

Minutes submitted by: Aimee Huntemann