

## Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3<sup>rd</sup> Floor Meeting Room at 6:00 pm on 10/27/2021

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

Call to Order: 6:04 pm

Announcements: None

Old Business:

1. Approval of Minutes from 9/22/2021 Public:
  - Diane made a motion to accept the public minutes, Aimee seconded. Motion approved 2-0-0.

New Business:

2. Succession Planning
  - The committee went through the succession checklist with the Director and discussed tasks and the responsible parties.
  - The checklist was made to work for any Library, so we each suggested changes that better reflect the GPL.
  - Aimee will update the checklist based on her notes from the meeting once Diane Hebert sends her a word doc version of the checklist.
  - HR will review and vote on the checklist at the November meeting.
3. Job Title Change
  - After a staff resignation, Dianne proposed a change to that job title to reflect that it is now a professional position that requires a degree.
  - The new title would be Technical Services Librarian. The only change to the job description was the title.

Diane made a motion to recommend the job title change to the LBOT, Aimee seconded. Motion approved 2-0-0. In order to get the job opening posted quickly (before the Holidays), Aimee granted approval for Dianne to post the job opening with the title change, per implied authority.

4. Personnel Manual
  - Discussion of changes that the town has made to their personnel policies and whether or not the LBOT should carry those changes over.
  - FMLA and Military Leave changes will be made, as those are base in laws.

- Carry over was discussed, it is not something that the Library currently participates in, and no proposal was made to change that.
  - Items for review at the November meeting included Bereavement Leave to clarify some of the wording, Emergency Leave and Jury Duty Leave, with the possibility to adding being subpoenaed to the Jury Duty section and the inclusion of language to require a certain amount of notice for resignations.
  - Dianne will ask the Finance Director about the legality of forfeiting payouts if someone resigns without notice.
5. Hiring of Director Policy
- HR reviewed the policy and discussed the need for the addition of language that allows for the hiring of internal candidates.
  - Diane Hebert will work on language for the proposed addition to the policy, for review at the next HR meeting in November
6. Set Date for November meeting
- The date for the November HR committee meeting was set for 10:30 am on Tuesday, November 23, 2021.
7. Action Items
- Diane Hebert will send Aimee a Word version of the Succession Checklist.
  - Aimee will make changes to the Succession Checklist and clean it up for review at the November meeting.
  - Diane Hebert will draft language for changes to the Hiring of Director Policy.
  - Dianne Hathaway will ask the Finance Director about the legality of forfeiting payouts in the event of a resignation without notice.
8. Parking Lot
- Work on revising and cleaning up the LBOT self-evaluation in the future.

Motion to Adjourn: 7:48 pm

Next Meeting: Tuesday, November 23, 2021 @ 10:30 am at the library, in the 3<sup>rd</sup> floor meeting room.

Minutes submitted by: Aimee Huntemann