

## Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3<sup>rd</sup> Floor Meeting Room at 10:30 am on 11/23/2021

Attendance: Aimee Huntemann, Minute Taker; Diane Hebert, Chair; Kathy Holt (left at 11:30 am); Dianne Hathaway, Library Director

Call to Order: 10:35 am

Announcements: None

Old Business:

1. Approval of Minutes from 10/27/2021 Public:

- Diane made a motion to accept the public minutes, Aimee seconded. Motion approved 2-0-1.

New Business:

2. Personnel Manual

- FMLA and Military Leave changes will be made, as those are based in laws.
- Bereavement Leave-recommended change from 4 days to 5 days and the addition of language stating that additional time can be requested, that leaving early the day of notification of a death doesn't count towards bereavement leave and adding language for adults who stood in loco parentis.
- Jury Duty-recommended adding subpoenas to this leave
- Emergency leave was discussed and no recommendations for change were made.
- Changed staff training day in manual (to reflect the approved Holiday calendar for 2022) and language for floating holidays.
- Emergency Closings- Added language to specify that staff will be paid for regular scheduled hours in the event of a closing.
- Dianne will send the draft personnel changes to the staff for review and HR will review any feedback at the December meeting, before voting to recommend the changes to the full LBOT.

3. Bylaws

- HR reviewed the bylaws to add language to allow for Trustees to video call into meetings that they have to miss due to extenuating circumstances, with permission from the Chair/Vice Chair/Committee Chair and ample notice. Requests could be denied based on availability of technology to accommodate the request. Trustees calling in would have to use Teams or the approved Library means and be required to have the video on during the meeting.

- Language for the Meeting attendance requirements in the bylaws will be reviewed by legal, to guard against future issues, and verify our ability to include that language.
4. Revised Library Director's Evaluation
- Discussion of the proposed changes to the evaluation.

Aimee made a motion to recommend the revised Director's Evaluation to the full LBOT, Diane Hebert seconded. Motion passed 2-0-0.

5. Action Items

- Aimee will add Director's Evaluation to the December LBOT agenda.
- Aimee will make changes to the Succession Checklist and clean it up for review at the November meeting.
- Dianne Hathaway will send the proposed changes to the personnel manual to the staff for input.

6. Parking Lot

- Work on revising and cleaning up the LBOT self-evaluation in the future.

Motion to Adjourn: 11:35 am

Next Meeting: Tuesday, December 22, 2021 @ 6:00 pm at the library, in the 3<sup>rd</sup> floor meeting room.

Minutes submitted by: Aimee Huntemann