

Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3rd Floor Meeting Room at 6:00 pm on 12/22/2021

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

Call to Order: 6:00 pm

Announcements: None

Old Business:

1. Approval of Minutes from 11/23/2021 Public:
 - Kathy made a motion to accept the public minutes as corrected, Diane seconded. Motion approved 3-0-0.
2. Personnel Manual
 - No staff feedback/suggestions for changes, a few questions were asked and Dianne was able to answer the questions.

Diane made a motion to recommend the Personnel manual to the LBOT for approval, Aimee seconded. Motion passed 3-0-0.

3. Bylaws
 - Language needs to be reviewed by legal for attendance requirement.
 - Discussed language submitted by Marc from the Bow Library. And the draft language from HR.
 - Adding the RSA was suggested.
 - Diane will add the RSA and adjust language about approval and notification and remove the phone option.
4. Library Director's Evaluation
 - The only feedback was that it looked good and that we may want to break down a couple of more questions down the line.
 - Aimee or Diane to put Director's Eval into Forms by early January.

New Business:

5. Adult Services Structure
 - Dianne made a recommendation to go back to the previous chart/model that includes a Head of Adult Services.
 - Professional staff needs room to grow and a separation of duties is needed.
 - Dianne presented an updated job description for Head of Adult Services and Outreach.

- Job description changes also make the job description a closer match to the Head of Youth services.

Diane made a motion to recommend the changes to the organizational chart and job description to the LBOT, Kathy seconded. Motion approved 3-0-0.

6. Review Annual HR Calendar

- If you have any feedback or suggestions for changes bring them to the January HR meeting.
- Diane wants to change the dates to a more general (1st week, 2nd week) format.

7. Onboarding Update

- This may be pushed back a month or two from March, because Strategic Planning is the priority.

8. Action Items

- Diane will email out the Personnel manual to the LBOT for review before the January meeting.
- Aimee or Diane will convert Library Director Evaluation to Forms.
- Diane will adjust the language for the draft of the bylaw changes, Bylaw changes will go to the LBOT in January.
- Dianne will send bylaw changes for legal review.
- Diane will send a link for the LBOT self eval and the Library Director self-eval out.
- Diane will adjust annual HR calendar format.

9. Parking Lot

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

Motion to Adjourn: 6:41 pm

Next Meeting: Wednesday, January 26, 2022 @ 6:00 pm at the library, in the 3rd floor meeting room.

Minutes submitted by: Aimee Huntemann