

Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3rd Floor Meeting Room at 6:00 pm on 03/23/2022

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

Call to Order: 6:00 pm

Announcements:

- New Committee Assignments were made today. This committee will consist of Diane Hebert, Aimee Huntemann and Happy Beale.

Old Business:

1. Approval of Minutes from 02/23/2022:

Diane Hebert made a motion to accept the Minutes, Aimee Huntemann seconded. Motion passed 2-0-0.

2. Approval of Nonpublic Minutes from 02/23/2022:

DH made a motion to approve the Nonpublic minutes, AH seconded. Motion passed 2-0-0. These minutes were sealed until this meeting and are now public.

3. Annual Agenda: Sent out with access to note any changes.

4. Director's Evaluation Process

- Once Goals are set the Form must be filled out and some sort of access for the total scores and scores for each section.
- Will take feedback from the Chair/Vice Chair on how to improve the process.
- Will work to create an actual procedure for all of the steps from sending out to providing all information necessary for Review meeting with LBOT officers.

5. LBOT Self-Evaluation Review

- Overhauling this form must be a priority this year, as some responses don't make sense.
- There needs to be something other than 'not sure' and 'need help' as an answer, in order to address issues, we need a way to know what the problems are.
- Communication and group dynamics workshop, Budget and Financial Report reading how to for the LBOT.

6. Goals for HR:

- Onboarding- Create new site, and maybe organize some LBOT focused workshops
- Revamping LBOT Self-Eval.

- Creating the Director Evaluation Procedure.

7. New Trustee Onboarding

- Consider setting this up on Sharepoint so it is under the LBOT rather than a single trustee.
- Dianne will contact IT for suggestions on where to compile these docs.
- Diane Hebert will begin to compile the information that we plan to include.

New Business:

8. Ideas for Outreach:

- Old Home Day- Offer Tours
- Make Pies/Cakes,
- Have a table with a draw in on the library lawn

9. Procedure Director's Evaluation

- Define responsibilities
- Create a path for access to the person responsible for creating and compiling and sending out. The Chair of HR needs Teams access.
- Steps for Goal Setting
- Lay out steps for presentations to LBOT
- Steps to get the necessary documents to the Officers

10. Action Items

- Diane will start to compile Trustee Onboarding in April.
- Aimee will start to draft Director's Evaluation Procedure.

11. Parking Lot

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

Motion to Adjourn: 7:14 pm

Next Meeting: Wednesday, April 27, 2022 @ 6:00 pm at the library, in the 3rd floor meeting room.

Minutes submitted by: Aimee Huntemann