

Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3rd Floor Meeting Room at 6:00 pm on 04/27/2022

Attendance: Aimee Huntemann, Minute Taker; Diane Hebert, Chair; Margaret 'Happy' Beale; Dianne Hathaway, Library Director

Call to Order: 6:00 pm

Announcements:

Old Business:

1. Approval of Minutes from 03/23/2022:

Diane Hebert made a motion to accept the Minutes, Aimee Huntemann seconded. Motion passed 2-0-1.

2. Committee Officers

- Aimee made a motion to nominate Diane Hebert as committee Chair, Happy Beale seconded. Motion approved 3-0-0.
- Diane appointed Aimee as the minute taker.

3. Director's Evaluation Process

- Minimum average score for a new Director being a 4 and having an improvement plan for a new Director at a 3 is something that we should look at. A score of 3 is a competent score. Dianne suggests an improvement plan if a new Director scores under 3 without any improvement.
- The Director needs more feedback throughout the year, rather than only getting comments on performance review with no context.
- Comments for improvement should include examples of what the commenter means.
- Discussed making comments mandatory for scores of 3 or below.
- Consider incorporating an informal 6-month coaching session in non-public, that is then presented to the Director by LBOT officers. Incorporate 3-month coaching sessions for a New Director.

4. Library Director Procedure Draft

- Added an extra step stating that the HR Chair will access the completed forms and compile presentation for the HR committee.
- Added language to clarify why goals are finalized at the meeting with LBOT officers.
- Review Form to ensure that trustees initial comments.
- Director needs a copy of the comments to keep.

- Both copies of the Evaluation Form should be signed and dated.
 - Updated End of process for how performance-based increases are enacted with the town.
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. New Trustee Onboarding
- Private Onboarding via our wordpress website, Tammy can drop content into the page. Board/Committee will create the content
 - Include items from the New Trustees Manual in an easier to digest way.
 - Diane will plan to meet with Dianne and Tammy sometime in June to talk about how to organize and split information and where things should go. This is an action item.

New Business:

7. Action Items
- Diane will add a 6-month coaching session to calendar in Sept.
 - Aimee will tweak the Procedure for the Director's Eval and send to HR and LBOT officers for review.
 - Diane will print out current self- eval and send it out to the HR Committee for review and feedback at May meeting.
 - Diane will set a date in June to meet with Dianne and Tammy about Onboarding.
8. Parking Lot
- Work on revising and cleaning up the LBOT self-evaluation in the Summer, consider using the Trustee Job Description and clear up answers for real, valuable feedback.
 - Library Director Evaluation scoring changes for New Director, if needed.

Motion to Adjourn: 7:05 pm

Next Meeting: Wednesday, May 25, 2022 @ 6:00 pm at the library, in the 3rd floor meeting room.

Minutes submitted by: Aimee Huntemann