

Draft Minutes for the Human Resources Committee Meeting

Goffstown Public Library 3rd Floor Meeting Room at 6:00 pm on 05/25/2022

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

Call to Order: 6:07 pm

Announcements:

Old Business:

1. Approval of Minutes from 04/27/2022:

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

2. Library Director Procedure Draft

- Draft is complete and will be used for the next review process and amended as necessary.

3. LBOT Self-Evaluation Review

- What do we want this Evaluation to tell us, what is the purpose?
- Implement a whole board Orientation in March and use the Self-Evaluation as a 6-month check in to see where we are?
- Frame the self-evaluation around the Trustee Job Description?
- Strongly recommend at least 1 yearly training session.
- Reinstate Board Officer check-ins with new trustees, or have a mentor system between New and Experienced Trustees.
- Use this in conjunction with the new Trustee Onboarding page (when complete)?
- The HR Committee is looking to overhaul the entire process to add value and meaning.

New Business:

4. Holidays/Vacation Days

- A staff member brought up concerns about the holiday calendar/staff training day and the number of vacation days allotted to new employees in the first year is different from the second year.
- Dianne will address the holiday calendar later this year and HR will look over the vacation days issue.

5. Pay Matrix

- Dianne gave members of the committee a copy of the updated pay matrix.

6. Action Items

- Aimee will send out the Trustee Job Description to the full Board, as a refresher.
- Diane will ask Samantha to put the LBOT Self-Eval overhaul and Orientation on the June Agenda, so Diane can speak about why we would like to change things.
- Diane will set a date in June to meet with Dianne and Tammy about Onboarding.

7. Parking Lot

- Library Director Evaluation scoring changes for New Director, if needed.

Motion to Adjourn: 7:04 pm

Next Meeting: Wednesday, June 22, 2022 @ 6:30 pm at the library, in the 3rd floor meeting room.

Minutes submitted by: Aimee Huntemann