

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Human Resources Committee
O'Rourke Room
November 18, 2024

Present - Trustees: Diane Bolduc (Chair) Linda Wilberton (Vice Chair) Nancy Bell, Sandra Whittier, Library Director: Allison Rutley, Lori Pankowski (Administrative Assistant) Absent: Doug Smith

Call to Order: Diane Bolduc called the meeting to order at 3:04 p.m.

Approve Minutes of July 15, 2024

Sandy Whittier made a motion to approve the minutes of the July 15, 2024 Human Resources Committee meeting. The motion was seconded by Linda Wilberton. All voted in favor.

Public Input (none)

Old Business (none)

New Business

WPL Personnel Policy Manual

Town of Wolfeboro Personnel Policy Manual

HR Policy Packet Review

A detailed spreadsheet was provided by Diane Bolduc to the committee. Comparison between the town and library personnel policies were discussed. Areas were presented that pertained only to library personnel. Agreement that following the current town protocol will be adhered to wherever it is possible.

A specific discussion concerning the outdoor smoking policy for employees was held. Consideration of a change to the Policy and Signature page may be made. Alison will speak with library counsel regarding suggestions for changes. The Policy Acknowledgement Page Signature may change because of incorporated changes now in the revised procedure. This will be reviewed by the committee pending legal opinion.

Alison will consult with counsel regarding all federal laws that should be organized in one area of the policy manual and if there are State Laws that should be added to the manual. A discussion of the Accrued Leave Policy was held. Alison will discuss with the town for information on their policy.

The meeting continued with a review of the issues raised during the meeting of July 15. A packet of HR Policies was presented by Alison. It was agreed these should be incorporated into

the Personnel Manual. These included policies such as ADA, Harassment, Bullying, Drug Free Workplace, and Inclement Weather.

The date of the next meeting of the Human Resources Committee will be on Monday, January 21 at 3:00 p.m.

Upcoming meetings/events

Wolfeboro Public Library 2025 Budget Presentation to Budget Committee – Thursday, November 21, 2024, at 6:00 p.m.

Board of Trustees Meeting – December 9, 2024 at 3:30 p.m.

WPL Finance Committee Meeting – Thursday, January 9, 2025, at 3:00 p.m.

Human Resources Committee Meeting – Tuesday, January 21, 2025 – 3:00 p.m.

Linda made a motion to adjourn the meeting at 4:37 p.m. Diane Bolduc seconded the motion. All voted in favor.

Respectfully submitted,
Nancy Bell
HR Committee Secretary

Note: Minutes are UNAPPROVED until voted on by the Human Resources Committee.