

Hartland Public Library  
Board of Trustees  
Personnel Sub-Committee Minutes  
May 23, 2022 @ 7:00pm

Present: Nancy Tusinski, Sarah Stewart Taylor, Becca Warren and Dana Jacobson-Goodhue

I. Call Meeting to Order 7:03 pm

- A. Corrections and additions to the agenda. None made.
- B. Approve April Minutes. Becca moved to approve the April personnel minutes, Dana seconded. Motion passed unanimously.
- C. Public Comment. No public present.

II. Scheduled Business

- A. Update from HR consultant. Dana reported on the training with Gary Deziel attended by the Chair, the Secretary, and the Director. Gary is available in an ongoing way to support library trustees. Questions that were asked to him include regarding evaluation best practices, step schedules for staff, and how to manage specialized skills in a job description, and the HR responsibilities of the Trustees.
- B. Update regarding personnel handbook. Nancy and Dana met to review the Personnel Handbook. There are three things we should look at with the full Board. One is to propose the additional personnel philosophy statement; one is to review the gendered parental leave policy; and third a specific state about the relation of the Library to the Town handbooks. It is likely to fit these three into the July Board agenda.
- C. Revise job descriptions (Director and Children's Librarian). The Committee reviewed the draft updated job descriptions for the Director and the Children's Librarian. There were some edits in sequencing. The descriptions will be presented to the full board for approval in June. The committee reviewed the original charge of the committee. Discussion of evaluation process and the potential usefulness to all parties of monthly or bimonthly meetings between the Director and the Board Chair. Personnel Committee will do personal research of

evaluation methods and reconvene in the fall to determine evaluation methods and revisit salary ranges.

Meeting Adjourned 8:38 pm.

Submitted by Becka Warren