**Library Board of Trustees APPROVED**

**Minutes – Job Description Work Session**

**Chesley Memorial Library, Northwood**

**Tuesday, April 19, 2022**

Attending: Betty Smith, Pat Vaillancourt, Janet Story Clark, Donna Bunker, Library Director

The meeting was called to order at 9 AM by Chair Smith.

A brief review was provided by Donna, bringing us up-to-date as we look at the technology positions at the Library and the need to now combine two part-time positions into one position with more hours, but still part-time (30 hours).

MOTION

It was Moved (Janet) and Seconded (Pat) to authorize the Library Director to post the revised Technology Librarian position.

Discussion began with comments, corrections, and clarifications.

ACTION

The motion was approved unanimously.

The revised position of Technology Librarian will be posted internally at the Library and Town Hall for ten (10) days; it will then be posted publicly with the NH Library Job Line, Indeed (online), NH Municipal Association, UNH, NHTI, and SNHU. Janet will check if The Forum (online local news) posts job openings.

A motion to adjourn was MOVED (Janet), SECONDED (Pat) and APPROVED at 10:20 AM.