



Executive Committee acting as the Human Resource Committee

Adopted 07/12/2022

Revised 10/2/2025

Committee Purpose:

- The purpose of the Mystic & Noank Library (MNL) Board of Trustees' (the "Board") Executive Committee acting as the Human Resources Committee (the "Committee") is to provide oversight of the Library's workforce total compensation, as well as review of proposed new positions. The Committee will also receive and review all incident reports and, in addition, provide timely investigations and reporting for all personnel matters referred to this Committee by either the Executive Director or the Assistant Director, as detailed in the Employee Handbook.

Committee Chair Responsibilities:

- The Chair shall provide a written report of all activities, findings, and recommendations of the Committee at meetings of the Board of Trustees.
- The Committee chair shall inform the Board President that an Executive Session is necessary for matters of a sensitive nature.
- The Committee's Chair shall arrange for written minutes to be taken in Executive Session by the Board Secretary and filed in a secure electronic folder.

Member Responsibilities:

- Actively participate in the review of changes to the Library's proposed personnel budget related to employee compensation, benefits, and development
- Actively participate in the preparation of the annual draft, for Board approval, of the Executive Director's performance goals.
- Actively participate in the review of the Executive Director's performance against goals, providing draft performance review and recommended compensation adjustment to Executive Director's salary for Board review and approval.
- Bi-annual review of relevant market data related to market competitive employee compensation, in odd years, reporting any significant variations and recommendations to the Board.
- As appropriate, provide key support and/or guidance to the Board Chair and/or Search Committee when a search and selection initiative for the Executive Director's role is required.
- Review and approve any employment agreements and/or severance policies or agreements.
- The Committee may conduct investigations into or authorize audits/studies of matters within the scope of the Committee's responsibilities and duties. It may retain, at the Library's expense, experts who are deemed to be without conflict of interest, as it deems necessary or appropriate to carry out its duties. All fees and expenses authorized by the Committee shall be authorized by the Board and promptly paid by the Library.

Scope:

Level: Decision Making

- The Committee Chair shall be the President of the Board.
- The Committee shall meet at least once annually, and more frequently as circumstances require or as the Committee's Chair or any two Committee members may request, to discharge its accountabilities as set forth in this Charter. The Chair shall set the agenda for the meeting, in consultation with the Board Chair and/or Executive Director.
- The Committee may conduct investigations into or authorize audits/studies of matters within the scope of the Committee's responsibilities and duties. It may retain, at the Library's expense, experts who are deemed to be without conflict of interest, as it deems necessary or appropriate to carry out its duties. All fees and expenses authorized by the Committee and falling within the Procurement Policy shall be promptly paid by the library. Any proposed expenses falling outside of the existing policy shall be approved by the board.