



# Personnel Committee

Meeting Minutes for

January 11, 2023

**1. Call to Order:** Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 3:30 p.m.

**2. Open Meetings Declaration:** Chairman Kellogg established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

**3. Roll Call:**

**Committee Members:**

Andrea Galvan

Scott Kellogg

Ryan Austin

~~Craig Broeren~~

Karen Schill

Susan Feith

**Other Board Members:**

Eric Montag

Doug Machon

Elizabeth St. Myers

William Clendenning

Kim Heniadis

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Dean Veneman, Alderman for District 2.

**4. Approval of Minutes:** A motion was made by K. Schill to approve the minutes of the April 6, 2022 Personnel Committee meeting. Second by S. Feith. Motion to approve carried by unanimous vote.

**5. Review of six-month evaluation form:** S. Kellogg presented a draft of what could function as the six-month evaluation form, and his rationale behind the form's development. **Motion to adopt the six-month evaluation form for use by the Library made by R. Austin. Second by S. Feith.** S. Feith suggested monitoring the continued efficiency of office duties as they relate to Board needs. Discussion followed regarding management of the endowment. **Motion to approve carried by unanimous vote.**

**6. Discussion of Director evaluation process:** S. Kellogg outlined a process that mirrors the process used by the Wisconsin Rapids School District to evaluate its Administrator. The role of city Human Resources in the evaluation was also discussed. A closed session would be held in February for the purposes of the Director's review. **Motion to advance to the full Board the 5-point process as outlined by Chairman Kellogg and advise a closed session for February made by S. Feith. Second by S. Kellogg. Motion carried by unanimous vote.**

**7. 2023 Staffing:** K. Elchert provided an update on her observations regarding library structure, and staff relations. She signaled her desire to fill the Assistant Director position. There was further discussion regarding the definition of "Manager" as it relates to the library. The organizational hierarchy will be reorganized, and job descriptions will be edited.

**8. Items for Next Agenda:** K. Elchert to provide a job description for the Assistant Director position at the next Personnel meeting.



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**10. Adjournment:** A motion was made by to adjourn by S. Feith. Second by S. Kellogg. Meeting adjourned by unanimous vote at 4:17 p.m.