



# Personnel Committee

Meeting Minutes for

February 8, 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:** Jeff Penzkover

**4. Approval of Minutes:** A motion was made by R. Austin, second by S. Feith to approve the minutes of the January 11, 2023 Personnel Committee meeting. Motion to approve carried by unanimous vote.

**5. Director Evaluation Process:** S. Kellogg questioned whether the Director should be part of the closed session, or if the Board should discuss without the Director present. S. Feith suggested there be two parts of the closed session, one including the Director, and the other with the Director excused. W. Clendenning shared the process at the county level, when evaluating a department head. K. Elchert stated she would like a written record of the evaluation, and would like the Board to conduct an evaluation which includes staff input. Notes should be collected after the feedback from them is incorporated into a written record. This written record will be developed in a subcommittee.

**6. Review of Job Descriptions:** Brief discussion on formatting. S. Kellogg wanted to add that he would like to see that the Director is ensuring that evaluations are conducted for library employees. A Personnel Committee meeting will be conducted immediately before the next full board meeting. K. Elchert will provide unedited, prior versions of the Library Director, Assistant Director and Administrative Services Manager job descriptions.

**7. Discussion of Assistant Director Salary Range:** To be discussed at next Personnel meeting, held on February 15, 2023.

**8. Adjournment:** Chairman Kellogg adjourned the meeting at 4:40 p.m.