



Personnel Committee

Meeting Minutes for

February 15, 2023

1. Call to Order: Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 4:04 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: N/A

4. Approval of Minutes: A motion was made by R. Austin, second by S. Kellogg to approve the minutes of the February 8, 2023 Personnel Committee meeting. Motion to approve carried by unanimous vote.

5. Director Evaluation Process:

S. Kellogg made the recommendation to table the Director Evaluation to next month's Board meeting. K. Schill concurs, noting that many Board members would not be able to attend otherwise.

6. Review of Job Descriptions:

Following considerable discussion regarding what to include in the Library Director and the Assistant Director job descriptions, it was determine that a separate Personnel Committee Meeting should be scheduled on Wednesday, March 1, 2023 at 4:00 p.m. to finalize the job descriptions.

At the March meeting we will create a draft of both job descriptions incorporating: 1) A. Galvan suggestions, 2) Committee's suggestion for the Director: ' Responsible for providing appropriate clerical services to the Board and their sub-committees.' 3) Committee's suggestion for the Assistant Director: 'Responsible to take minutes of sub-committees and the Board of Trustees. '

7. Adjournment: Chairman Kellogg adjourned the meeting at 5:06 p.m.