



# Personnel Committee

Meeting Minutes for  
February 15, 2024

**1. Call to Order:** Chair St.Myers called the meeting of the McMillan Personnel Committee to order at 4:01 p.m.

**2. Open Meeting Declaration:** Chair St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

### 3. Roll Call:

**Committee Members:**

~~Andrea Galván~~  
~~Craig Broeren~~ (excused)

Scott Kellogg  
Karen Schill

Elizabeth St.Myers  
Evan O'Day

**Other Board Members:**

~~Emily Kent~~  
~~William Clendenning~~

~~Susan Feith~~  
~~Kim Heniadis~~

~~Ryan Austin~~

**4. Approval of Minutes:** Motion by S. Kellogg, seconded by K. Schill to approve the Personnel Committee minutes of December 14, 2023. Motion carried by unanimous vote.

**5. Personnel Policy Statement:** Chair St.Myers reiterated that the Library Board had directed St.Myers and Elchert to develop a Personnel Policy Statement, which would be included on any library personnel policies adapted from City of Wisconsin Rapids personnel policies. The proposed personnel policy statement was reviewed before the February Personnel Committee meeting by City Attorney S. Schill.

Proposed Personnel Policy: For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

S. Kellogg recommended that the statement should be moved near the top of library personnel policies.

**K. Schill motions to send the Personnel Policy Statement to the full board for approval, E. O'Day seconds. Motion carried unanimously.**

**6. Inclusive Services Guide:** passed to committee by Services; Elchert reviewed status of those related to library personnel.

**7. Set Next Meeting Date:** April 11, 2024 @ 4pm

### 8. Items for Next Agenda:

- Policies

### 9. Adjournment

**Meeting adjourned at 4:34pm**

**Respectfully submitted by Katherine Elchert, Library Director**