



Personnel Committee

Meeting Minutes for

March 1, 2023

1. Call to Order: Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 4:00 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: Will Hascall

4. Approval of Minutes: A motion was made by R. Austin, second by K. Schill to approve the minutes of the February 15, 2023 Personnel Committee meeting. Motion to approve carried by unanimous vote.

5. Review of Job Descriptions: Chairman Kellogg shared the list of requested additions to both the Library Director and Assistant Library Director provided by President Galvan. The Committee considered each suggested addition and determined which should be included in the job descriptions. **Motion by C. Broeren, second by S. Kellogg to recommend the approval of the suggested Library Director job description presented by the Director along with the changes itemized during this meeting to the full board. Motion carried by unanimous vote.**

Motion by C. Broeren, second by S. Kellogg to recommend the approval of the suggested Assistant Library Director job description presented by the Director along with the changes itemized during this meeting to the full board. Motion carried by unanimous vote.

6. Adjournment: Chairman Kellogg adjourned the meeting at 4:45 p.m.