Personnel Committee

Meeting Minutes for

September 14, 2023

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

2. Open Meetings Declaration: Chair St.Myers 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	Elizabeth St.Myers
Craig Broeren	Karen Schill	Evan O'Day

Other Board Members:

~~Emily Kent~~	Susan Feith	~~Ryan Austin~~
William Clendenning	~~Kim Heniadis~~	

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance:

4. Approval of Minutes: A motion was made by S.Kellogg, second by K.Schill to approve the minutes of the August 10, 2023 Personnel Committee meeting. Motion carried by unanimous vote.

5. Update on Director Review Process:
St.Myers sent out the form in August to staff and board and it remained open until Sept. 5th. 19 out of 22 staff members completed evaluation; 6 board members completed. Data is compiled and ready for board review. St.Myers reviewed the by-laws under Section 6 Committees to verify the director evaluation falls under the responsibility of the Personnel Committee. Based on this, next month at the October 12th meeting, the Committee will go into closed session to review information from self evaluation, board, and staff to share out with Elchert and the full board.

6. Personnel Policies:

    - Background Checks: Previously were not being completed. Moving forward, this policy will be applied to all staff, volunteers, including the board. Does not currently cost the library anything, as HR will complete the background check on behalf of the library. Broeren inquired if the application gives the opportunity to discuss any background check issues, Elchert confirmed that the COWR application does.

A motion was made by C.Broeren, seconded by S.Kellogg to send the policy to the full board. Motion carried by unanimous vote.

- Drug Testing: Elchert noted that she could not find any library with a stand alone drug test policy and because of this, does not recommend the policy as currently written. It is currently a part of the City's hiring procedure, rather than a stand alone policy. Broeren shared that the District does not drug test any employees except for bus drivers, there's no reason to drug test staff at large as they aren't operating any heavy equipment. Feith asked for clarification if City employees had to complete a drug test, Elchert and Parrish confirmed that they both completed a drug test in order to be hired. Clendenning added that all Wood County employees are drug tested. St. Meyers noted that the committee does not need to pass this policy, and could make the decision to not drug test employees as part of the pre-employment process.

St.Myers polled the committee and consensus was to recommend to the board to not implement this drug testing policy.

- Tuition Reimbursement: Elchert outlined changes made to policy in relation to the City's policy and addressed committee member's concerns about parameters and the timeline of requesting reimbursement. Parameters and payment process are noted in the policy as well as the City of Wisconsin Rapids Tuition Reimbursement Request Form to ensure equitable practice. Elchert provided clarification that a stand alone class would be considered training, not tuition reimbursement. O'Day encouraged members to trust Elchert to make the right decisions related to staff receiving this benefit.

Broeren left the meeting at 4:46pm.

Motion made by Kellogg, seconded by O'Day, for the policy and City of Wisconsin Rapids Form to move on to the full board, with the added recommendation that the process stays in-house. Motion carried by unanimous vote.

7. Re-evalute Personnel meeting dates/time: Date/time still works for all members

8. Items for Next Agenda: Closed Session for Director Evaluation

9. Adjournment: Chair St.Myers adjourned the meeting at 5:12pm