

**MINUTES**  
McMillan Memorial Library  
Personnel Committee  
February 2, 2022

**DRAFT**  
Subject to  
Approval

Scott Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:05 p.m.

Mr. Kellogg established that this was a public meeting and appropriate public notice was given.

**ROLL CALL ATTENDANCE:**

Committee Members Present: Scott Kellogg, Craig Broeren, Ryan Austin, Karen Schill, Susan Feith, and Andrea Galvan.

Other Board Members Present: William Clendenning, Douglas Machon, Elizabeth St. Myers, Eric Montag, and Kim Heniadis.

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Shane Blaser and Nikkilas Wix

A motion to approve the Minutes of the January 5, 2022 Personnel Committee meeting was made by Ms. Feith, second by Mr. Broeren. Motion carried.

**Old Business**

Wage Compensation and Classification Study. Some information has been received. South Central Library System is also gathering some information. Further discussion will take place at a future meeting.

**New Business**

Mr. Kellogg opened discussion on the Library Director Search Process. President Galvan noted the Board members who are interested in serving on the search committee.

The process for the director search was discussed.

Mr. Kellogg opened discussion of the Library Director Job Description. Samples from other libraries were also provided.

All library employee job descriptions have been reformatted. Mr. Montag shared a job description format example. Discussion followed. The committee requests that the Director and Administrative Services Manager job descriptions be revised.

The timeline for the hiring of the director and administrative services manager was discussed. The job ad was discussed and revised. A possible posting date of Feb 21, 2022 was discussed.

Items for next agenda: Wage Compensation and Classification – Mr. Barnett will forward what he has received by Friday.

**A motion to adjourn was made by Mr. Broeren, second by Ms. Schill. Motion carried and the meeting adjourned at 6:25p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary