

MINUTES
McMillan Memorial Library
Personnel Committee
March 9, 2022

DRAFT
Subject to
Approval

1. Mr. Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:00 p.m.
2. Mr. Kellogg established that this was a public meeting and appropriate public notice was given.
3. ROLL CALL ATTENDANCE:
Committee Members Present: Scott Kellogg, Susan Feith, Ryan Austin, Andrea Galvan, and Karen Schill
Committee Members Absent: Craig Broeren
Other Board Members Present: Eric Montag, Elizabeth St. Myers, William Clendenning, and Kim Heniadis
Administration: Andrew Barnett and Vicki Steiner
4. MINUTES: A motion to approve the Minutes of the February 2, 2022 Library Board meeting was made by Mr. Kellogg, second by Ms. Schill. Motion carried.
5. OLD BUSINESS:
 - a. Library Director Search Update: Mr. Barnett noted the posting of the Library Director position has been widely posted. Discussion will take place on interviews at the Board meeting.
6. NEW BUSINESS:
 - a. Employee Job Description Format: Mr. Kellogg opened discussion on the job description formats. Discussion followed.
 - b. Mr. Kellogg opened discussion on changes to the Employee Handbook. Discussion followed. Further discussion and clarification of several points will take place at the April meeting.
7. ITEMS FOR NEXT AGENDA:
 - a. Evaluation Process for the Library Director and Staff: Mr. Kellogg opened discussion on the Evaluation process. Comments from Mr. Broeren were shared. Draft job descriptions were reviewed. Discussion followed. Further discussion will take place at the April committee meeting.
 - b. Next agenda item for discussion: Succession plan going forward when a staff person is absent from work.

A motion to adjourn was made by Ms. Feith, second by Mr. Kellogg. Motion carried and the meeting adjourned at 6:22 p.m.

The next regular monthly meeting of the McMillan Memorial Library Personnel Committee will be held on April 6, 2022 at 5:00 p.m.

Respectfully submitted, Vicki Steiner, Secretary