

MINUTES
McMillan Memorial Library
Personnel Committee
April 6, 2022

DRAFT
Subject to
Approval

Mr. Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:00 p.m.

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

ROLL CALL ATTENDANCE:

Committee Members Present: Andrea Galvan, Susan Feith, Scott Kellogg, Ryan Austin, Karen Schill, and Craig Broeren.
Other Board Members Present: Kim Heniadis, Doug Machon, Eric Montag, Elizabeth St. Myers, and William Clendenning.
Administration: Andrew Barnett and Vicki Steiner
Others in attendance: Ryan Hartman, Sarah Anderson, and Sue Schill from City Hall

MINUTES: A motion to approve the Minutes of the March 9, 2022 Library Board meeting was made by Mr. Austin, second by Ms. Schill. Motion carried.

Introduction of City HR: Mr. Kellogg introduced City Attorney Susan Schill, HR Director Ryan Hartman and Senior HR Generalist Sarah Anderson.
Mr. Hartman noted ways the City Human Resources Department and the Library can work together more. Discussion followed.

A motion to recommend to the full Board that the City Human Resources Department handle items discussed including a disciplinary and harassment policy, effective immediately, was made by Mr. Broeren, second by Ms. Feith. Discussion followed.
Mr. Broeren rescinded the motion.

A motion to recommend to the full Board that the City Human Resources Department handle the items as listed (new hire paperwork, reporting new hire, enrollment into WRRS, FMLA, workers comp, health and dental enrollment, State reporting, I-9 storage, personnel files, and terminations/retirements) second by Ms. Feith. Motion carried.

Ms. St. Myers will obtain a copy of the City anti-harassment and disciplinary policies for review at the full Board meeting.

Mr. Kellogg opened discussion on a revised grievance policy. Discussion followed.

A motion to recommend to the full board, adoption of the City's Grievance policy with changes regarding governance (copy attached to original Minutes), second by Ms. Feith. Motion carried.

Mr. Kellogg opened discussion on a revised Evaluation policy. Discussion followed.
The evaluation policy changes were tabled to another meeting.
Evaluation forms will be discussed with the new Library Director.