

MINUTES
McMillan Memorial Library
Personnel Committee
December 1, 2021

DRAFT
Subject to
Approval

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

Other Board members present: William Clendenning, Kim Heniadis, and Eric Montag.

Administration: Andrew Barnett and Vicki Steiner

Minutes from previous personnel committee meeting was discussed.

Mr. Barnett opened the discussion of a proposed change to the vacation policy. (copy attached to original Minutes) Discussion followed.

A motion to approve items 1 and 3 of the vacation policy and suspend the vacation carryover for the period of one year was made by Mr. Broeren, second by Ms. Feith. Motion carried.

A motion to table the wage increase for 2022 was made by Mr. Broeren, second by Mr. Austin. Motion carried.

Clarification of the Library's Sick Leave Policy was discussed.

Clarification of the salaries and wages budget line item was discussed.

Mr. Kellogg distributed a planning schedule for topics to be discussed at future personnel committee meetings.

Future topics for discussion will include a compensation and classification study of library staff

A review of the Employee Handbook.

Job descriptions and the employee evaluation process will be discussed at the next Personnel committee meeting.

A wage increase for 2022 when number is available from the City.

A motion to adjourn was made by Mr. Broeren, second by Ms. Schill. Motion carried and the meeting adjourned at 6:14 p.m.

The next meeting of the Personnel Committee will be held on January 5, 2022 at 5:00 pm.

Respectfully submitted,
Vicki Steiner, Secretary