



11345 North Cedarburg Road, Mequon, Wisconsin 53092

PERSONNEL COMMITTEE AGENDA
February 2, 2022, 11am
Second Floor Conference Room

- I. Call to Order, Verification of Posting, Roll Call**
- II. Approval of Minutes**
 - A. Action Item: Approval of the Minutes of the November 16, 2021 Meeting
- III. Old Business**
 - A. Discussion: COVID-related Employee Policies
- IV. New Business**
 - A. Discussion: Staff Development Ideas
 - B. Discussion and Possible Action: Job Descriptions
 - i. Access Services
 - 1. Technician
 - 2. Lead
 - 3. Associate
 - 4. Page
 - ii. Patron Services
 - 1. Librarian
 - 2. Associate
- V. Adjourn**

A meeting of the Frank L. Weyenberg Library Personnel Committee was held on November 16, 2021 at 4:00 p.m.

I. Call to Order, Verification of Posting, Roll Call

Mimi Rosing called the meeting to order at 4:07 pm. Posting of notice as of November 12, 2021 was verified.

Committee members present: Mimi Rosing, Jennifer Abraham, and Maria Gonzalez-Cerra

Staff Present: Rachel Muchin Young, Library Director

II. Approval of Minutes

We did not have minutes from the October 8, 2020 meeting to review.

III. Old Business

A. Discussion: COVID-related Employee Policies

Rachel reported on the on-going mask mandate challenges with several patrons.

Rachel also reported on the up-coming Staff Appreciation week.

IV. New Business

A. Discussion and Possible Action: Manager Job Descriptions

- i. Access Services Manager
- ii. Business Manager
- iii. Patron Service Manager
- iv. Library Director

The committee reviewed the job descriptions with proposed changes. The committee recommended the job descriptions with the proposed changes be presented to the board for approval at an upcoming Board of Trustee meeting.

The committee agreed to review all job descriptions in January/February.

IV. Adjournment

There being no further business before the Personnel Committee, Jennifer Abraham moved to adjourn. Maria Gonzalez-Cerra seconded. The motion carried and the meeting adjourned at 4:50

Next Personnel Committee meeting: February 2, 2022 at 11:00 a.m. in the Library Second Floor Conference Room.