

MINUTES OF
THE MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
February 28, 2011

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chair Chris Kornely at 4:29 p.m., Monday, February 28, 2011.

TRUSTEES PRESENT: Diedrich, Gratz, Hazlewood, and Kornely

TRUSTEES ABSENT: Schmidt

OTHERS PRESENT: Stewart, Davis, and Eisenschink

Discussion of **Staff Communication Policy** – members agreed that policy is not in need of revisions at this time.

A motion was made by Kornely, seconded by Hazlewood, to recommend to the entire Board, the approval of the **Attendance at Conferences, Professional Meetings, and Staff Development Policy**. Motion carried.

A motion was made by Kornely, seconded by Gratz, to recommend to the entire Board, the approval of the **Revised Job Description for Associate**. Motion carried.

A motion was made by Gratz, seconded by Kornely, to recommend to the entire Board, the approval of the **Revised Job Description for Coordinator of Technical Services**. Motion carried.

There being no further business to come before the Committee, a motion was made by Kornely, seconded by Diedrich, to adjourn. Motion carried. The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Mary Davis
Recording Secretary