

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
PERSONNEL COMMITTEE  
January 25, 2016

*The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through our services we strive to foster an environment that meets the educational, recreational and cultural needs of the community*

**COMMITTEE MEMBERS:**

*Present:* Hazlewood, Thennes, and Gratz

*Absent:* Stokes and Vollendorf

**OTHERS PRESENT:** Stewart and Davis

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chairperson Thennes at 4:06 p.m., Monday, January 25, 2016.

#2 *Review City of Manitowoc Background Check Policy* – the City approved the policy in December 2015. The Committee reviewed the policy, suggesting minor revisions to better fit the needs of the Library. Stewart will make the necessary changes to be brought back to the Committee. No action taken at this time.

#3 *Convene in Closed Session* - A motion was made by Hazlewood, seconded by Gratz, to enter into closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The specific subject matter which will be considered in the closed session is the following:

a. *Review 2015 performance of library director and discuss 2016 goal*

Motion carried with a roll call vote and the Committee entered into closed session at 4:24 p.m.

#4 *Reconvene in Open Session* – A motion was made by Gratz, seconded by Hazlewood, to enter into open session. Motion carried with a roll call vote and the Committee reconvened in open session at 4:32 p.m.

There being no further business to come before the Committee, a motion was made by Hazlewood, seconded by Gratz, to adjourn. The meeting adjourned at 4:34 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary