

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
September 14, 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 Vollendorf

Absent: None

OTHERS PRESENT: Davis

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chairperson Lee Thennes at 5:00 p.m., Wednesday, September 14, 2016.

#2 *Discussion for finalizing formal interview process for Library Director position* – The Committee discussed how the interview process will be handled. The following was agreed upon:

- Tentative date scheduled is Tuesday, September 27, 2016
- Managers to recommend/coordinate office space for use by candidates with available PC and print capability
- Committee will be made up of Board Members and select library staff
- There will be a 30 minute orientation for the Committee prior to the start of interviews
- Three part process: Tour/Writing/Interview

#3 *Convene in Closed Session* - A motion was made by Vollendorf, seconded by Hazlewood, to convene in closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes, which authorizes the above governmental body to convene in closed session for the purpose of 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. *Discussion regarding finalists for Library Director position*

Following a roll call vote the Committee entered into closed session at 5:32 p.m.

#4 *Reconvene in Open Session* – A motion was made by Hazlewood, seconded by Vollendorf, to enter into open session. Motion carried with a roll call vote and the Committee reconvened in open session at 5:48 p.m.

There being no further business to come before the Committee, a motion was made by Hazlewood, seconded by Vollendorf, to adjourn. The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary