

MINUTES OF
THE MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
September 16, 2010

The meeting of the Personnel Committee was called to order in the Balkansky Room A at the Manitowoc Public Library by Board President David Gratz at 5:02 p.m, Thursday, September 16, 2010.

TRUSTEES PRESENT: Diedrich, Gratz, Hazlewood, Kornely, and Schmidt

TRUSTEES ABSENT: None

OTHERS PRESENT: Stewart, Davis, Eisenschink, Cerkas, Horbeck, Nickels, and Herrmann

Trustee Schmidt nominated Trustee Kornely to serve as Chair of Personnel Committee. With all members in agreement; Trustee Kornely graciously accepted.

A motion was made by Gratz, seconded by Schmidt, to convene into closed session as authorized by Section 19.85 (1) (c) of the Wisconsin Statutes which provide that a governmental body may meet in closed session for the following purposes:

(c) 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. **Performance evaluation of Library Director**

Motion carried with a roll call vote and the Personnel Committee entered into closed session at 5:05 p.m.

A motion was made by Schmidt, seconded by Gratz, to convene in open session. Motion carried with a roll call vote and the Personnel Committee reconvened in open session at 5:45 p.m.

There was discussion regarding the Manitowoc Public Library Workplace Survey which was conducted in June, 2010. Suggestions for the survey were, to routinely do survey (one per year); use same questions for the 2011 survey; also, to share Stewart's "Action Plan" with the entire Board.

A motion was made by Gratz, seconded by Schmidt, to recommend we approve the **Social Media and Website Policy**. Motion carried.

A motion was made by Gratz, seconded by Schmidt, so move we accept the **Sick Leave Payout at Retirement for Non-Represented Staff**, with one change in

paragraph two to read “Non-represented staff eligible for retirement annuity **through Wisconsin Retirement System** or in the event of death while in service will receive all sick leave credits accumulated by them from the Library.” Motion carried.

A motion was made by Schmidt, seconded by Hazlewood, to present the **Residency Requirement, Job Description for Page, Job Description for Assistant, and Job Description for Associate** to the entire Board. Motion carried.

There being no further business to come before the Committee, a motion was made by Hazlewood, seconded by Diedrich, to adjourn. Motion carried. The meeting adjourned at 6:13 p.m.

Respectfully submitted,

Mary Davis
Recording Secretary