

MINUTES OF
THE MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
November 22, 2010

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chair Chris Kornely at 4:30 p.m., Monday, November 22, 2010.

TRUSTEES PRESENT: Gratz, Hazlewood, Kornely, and Schmidt

TRUSTEES ABSENT: Diedrich

OTHERS PRESENT: Stewart, Ellison, and Herrmann

A motion was made by Schmidt, seconded by Hazlewood, 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 of Youth Services Manager**
- b. **Performance of Information and Adult Services Department Head**

Motion carried with a roll call vote and the Personnel Committee entered into closed session at 4:31 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 5:20 p.m.

There was brief discussion regarding the Dress Guidelines Policy and the Employee Use of Library Equipment Policy. It was agreed upon by all Committee Members to discuss these agenda items with the entire Board. The Personnel Committee was also in support of agenda items c thru i, Job Descriptions for Coordinator of Public Services; Coordinator of Technical Services; Coordinator of Collection Development; Youth Services Manager; Information Technology Technician; Business Office Aide; and Marketing Technician.

There being no further business to come before the Committee, a motion was made by Hazlewood, seconded by Kornely, to adjourn. Motion carried. The meeting adjourned at 5:27 p.m.

Respectfully submitted,

Cherilyn Stewart,
Library Director