

Minutes
Personnel Committee
Meeting of the Sandwich Public Library District
Tuesday, April 18, 2017
Sandwich Public Library District Public Meeting Room 5:00 PM

- I. Call To Order / Roll Call
Trustees: Jennifer Boring, Denise Li, Nancy Sanders, Jane Wolf. Becky Clemons, David Seymour, and Monica Sartori were absent.
- II. Additions / Deletions / Changes to Agenda
Unfinished Business- Trustee Appointees
Energy Audit
New Director Visit
- III. Unfinished Business
Trustee Appointees- Jane will run an article in the papers and put on the website and Facebook page seeking trustee candidates. There will be three openings- replacements for Becky, Monica and David. Interviews with interested candidates will take place after reviewing letters of application.

Energy Audit-Jennifer has read the audit and board agreed that this should be tabled until new director is in place and discussed at a regular meeting.

New Director Visit-Any interested Board Members should meet at the library at 11:00 am on Saturday, April 22 to welcome Amanda and her fiance'. Nancy will make reservations at Bull Moose and Jane will prepare an agenda for posting.
- IV. New Business
Personnel Policy Handbook- Jane suggested that we rewrite the sections of the handbook which currently refer to vacation/sick days in "weeks" and change that terminology to "hours". Other revisions of the handbook will wait until a new director is in place. Jane will revise and submit changes at the regular May Board meeting.
- V. Adjournment
Jane moved and Jennifer seconded the motion to adjourn the meeting at 5:40 pm.