



Personnel Committee Meeting of the Board of Trustees
Sandwich Public Library District
Friday, September 24th, 2021 at 9:30am

AGENDA

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Minutes
 - a. Approval of Minutes: Personnel Committee Meeting, August 12th, 2021 **(Action)**
- V. Old Business
 - a. Review & discuss results from Staff Survey **(Action)**
- VI. New Business
 - a. Board evaluation ideas
 - b. Sick-time options **(Action)**
- VII. Adjournment

All Items on the agenda are potential action items.

Sandwich Public Library District

Personnel Committee Meeting Minutes 8/12/21

I. Meeting called to order by committee chair Jen Penn at 10:03am. Present at meeting were Jen Penn, Megan Rodriguez, and Director Barb Posinger.

II. Director Barb Posinger asked Section b. New Business HR Source's Salary Schedule be removed from agenda as this will be covered by finance committee.

III. Public Comment- none

IV. Old Business

a. Motion to Approve Minutes of Previous Personnel Committee Meetings (9/18/19 and 1/27/21)- motion made by Megan Rodriguez and seconded by Jen Penn to approve these minutes. Motion carried.

b. Vacation Time: amendment was passed at board meeting 8/10/21 regarding amended vacation time chart. Sick time follows old structure. Discussion occurred for rephrasing wording of first paragraph of vacation time chart. Will explore how to adjust sick time chart and look into vacation time for salaried employees.

V. New Business

a. Discussion of committee goals to include board evaluation from staff, staff appreciation, building relationship between board and staff. Staff appreciation questionnaire was put together and will be given to staff. Research will be done on staff board evaluations.

One year plan: scheduled monthly meetings thru December 2021. Next meeting scheduled for September 24, 2021@930am with plan to review staff appreciation questionnaires completed by staff and discuss board evaluation ideas.

VI. Adjournment: Motion made for adjournment by Megan Rodriguez and seconded by Jen Penn. Motion carried and meeting adjourned at 11:23am

Submitted by: Megan Rodriguez