



Special Meeting of the Personnel and Policy Committees

Sandwich Public Library District
Tuesday, December 12th, 2023 at 5:30 PM

AGENDA

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. **ACTION:** Minutes Approval
 - a. 02-07-23: Personnel Meeting
 - b. 08-22-23: Policy Meeting
- V. Collection Development Policy Amendment
- VI. Paid Leave for All Workers Act Amendment in Personnel Policy Discussion
- VII. Adjournment

All Items on the agenda are potential action items.



Personnel Committee Meeting
Sandwich Public Library District
Tuesday, February 7th, 2023 at 3:00pm

AGENDA

-
- I. Call to Order/Roll Call
 - a. Meeting called to order at 3:00 by Jen Penn.
 - b. Present: Committee members: Jen Penn and Emily Assell, and Jane Wolfe and Library Director Barb Posinger.
 - II. Additions/Deletions/Changes to Agenda
 - a. Add VI PTO legislation
 - III. Public Comment
 - a. none

- IV. Minutes Approval [action]
 - a. Personnel Committee Minutes – November 22nd, 2022

Motion made by Emily Assell , seconded by Jen Penn to approve November 22nd Personnel Committee Minutes. Ayes: Jen Penn, Jane Wolfe. Motion carried unanimously.

- V. Review & Revision of Director Review Template
 - a. It was discussed and decided that the numerical system was sometimes ambiguous. The decision was made to move to a Director's Review based on comments and feedback instead of numbers while leaving the current categories and examples in place.
 - b. Senior staff to fill out newly revised version. Next year will discuss using an abbreviated version.
 - c. Director will also fill out newly revised version as a self-evaluation.
 - d. The director's self-evaluation and staff evaluation to be completed ahead of board evaluation and then considered in board's evaluation of Director.
 - e. Jen Penn to edit tool and bring to March meeting
 - f. Staff and Barb to complete by March 27th
 - g. Results sent out by April 7th
 - h. Board to fill out by April 21st
 - i. Personnel meeting to review before May 9th meeting
 - j. Executive session to discuss results on at May 9th
 - k. A follow up meeting will then be scheduled with the Director to discuss results and board suggestions.

All Items on the agenda are potential action items.

- I. Emily will notify board that changes are being made to the Director Evaluation at the February Board meeting
- VI. Paid PTO
 - a. SPL is already meeting standard, but need to look at wording/details. To discuss at next policy meeting.
- VII. Adjournment
 - a. **Motion made by Jen Penn , seconded by Emily Assell to adjourn at 4:01. Motion carried unanimously.**

Minutes submitted by Emily Assell, Secretary

DRAFT



Policy Committee Meeting
Sandwich Public Library District
Tuesday, August 22nd, 2023 at 4:30pm

Minutes

- I. Call to Order/Roll Call
 - a. Meeting called to order at 4:30pm by Stacy Wendt.
 - b. Present: Committee members: Stacy Wendt and Heather Lee, Emily Assel and Library Director Barb Posinger were also present.
- II. Additions/Deletions/Changes to Agenda
 - a. Add Discuss Public Comment Policy after VII. Review Donation Recognition Policy
- III. Public Comment
 - a. none
- IV. ACTION: Approve Minutes from July 12th, 2023 Policy Committee Meeting
 - a. Emily moved to approve the minutes as amended.
- V. Review Policy Calendar Update
 - a. The group reviewed the latest policy calendar updates with the new policies added. No corrections or changes were necessary.
- VI. Review Division of Responsibility Policy
 - a. The committee discussed the purpose and validity of the Division of Responsibility Policy. A recommendation to expire the policy was discussed.
- VII. Review Donation Recognition Policy
 - a. Discussion regarding the current donation policy. The committee recommended changes such as adding verbiage to the policy regarding the presentation of a receipt with a donation. Director to research donation recognition policies to present at the next meeting.
- VIII. Review Public Comment Policy
 - a. The committee reviewed the Public Comment policy and recommended changes to be presented to the Board at the September meeting.
- IX. Establish Next Meeting Date
 - a. Not Discussed

X. Adjournment

a. **Motion made by Stacy Wendt to adjourn at 5:23pm. Motion carried unanimously.**

Minutes submitted by Stacy Wendt

DRAFT