

Hartland Public Library
Board of Trustees Personnel Committee
Approved Minutes
August 17, 2021 @ 6:30pm

Present: Laura Bergstresser, Dana Jacobsen-Goodhue, Becka Warren

Absent: Sarah Stewart Taylor, Nancy Tusinski

- I. Call Trustee Meeting to Order: 6:30 pm
 - A. Corrections and additions to the agenda. None made.
 - B. Approve July Minutes. Dana moved to approve the minutes, Becka seconded, motion passed unanimously.
 - C. Public Comment. No public present.
- II. Old Business
 - A. Report results of Working Meeting (7/7) on VLCT data. The Working Meeting was productive and results were shared.
- III. New Business
 - A. Refine goals and timeline of Personnel Sub-Committee
 1. Goal: Create a transparent pay scale. Is a step schedule appropriate for the library, similar to a

step schedule used for elementary school teaching staff? Dana will test what this might look like, and this question will be put onto the agenda of the August 24 Board Meeting.

2. Goal: Consider the Director Evaluation Process: This goal continues to be something to work on in the future
3. Goal: Create a 5-year staffing plan. Can we add 10 hours of staff time in the FY23 budget? This question will be put onto the agenda of the August 24 Board Meeting. Other staffing planning would be dependent on a strategic planning process
4. Goal: Revising Job Descriptions. To be discussed with Nancy, including the Director job description, to establish a timeline
5. Goal: Review Personnel Handbook, with the potential addition of a philosophy statement

1. Establish next steps

See above

After the August 24 Board Meeting, it is likely more Personnel Committee meetings will be scheduled to address the job descriptions and the personnel handbook.

Meeting adjourned 8:16 pm