

**April 6 2022**  
**Hartland Public Library**  
**Board of Trustees**  
**Unapproved Personnel Committee Minutes**

Present: Dana Jacobson-Goodhue, Meredith Liben, Nancy Tusinski, Becca Warren (taking minutes)

- I. Call Mtg to order. 6:40 pm
  - A. Corrections and additions to agenda. We added 'Make-up of Sub committee' in the Scheduled Business.
  - B. Approve March 24th minutes. Meredith's last name is spelled Liben, and Jacobson should be spelled Jacobson. The March minutes are missing items III B and C. B should read: Director Job Description/Evaluation. C should read, "Revise personnel handbook." Meredith moves we accept the minutes with the corrections, Dana seconded, motion passed unanimously.
  - C. Public comment. No public is present.
- II. Scheduled business
  - A. Discuss makeup of the committee. Purpose of a subcommittee is to have a small group to work on topics that the whole board should not be working on. The subcommittee is Sarah, Dana, and Becca. Meredith is here this evening and can participate.
  - B. Revise personnel handbook
    1. Draft personnel philosophy. The group discussed and condensed the personnel philosophy.
    2. Copy edit handbook. The group determined that Dana would review the Personnel Handbook, discuss potential changes with Nancy, and then bring suggested edits to the full Board at a future date.

Other next steps: Dana and Becca will meet to finish copy edits on the personnel philosophy, and will warn that meeting.

Meeting adjourned at 8:05 pm. Submitted by Becca Warren