

MinutesMead Public LibraryHuman Resource CommitteeNovember 13, 2020

A meeting of the Mead Public Library (MPL) Human Resource Committee was held on Friday, November 13, 2020 in the Library second floor meeting room. The following Committee members attended remotely: Kathie Norman, Mead Public Library (MPL) Human Resource Committee Chair, Committee members Meg Albrinck, Maeve Quinn, and Nancy Mannchen. Staff present: Library Director, Garrett Erickson and Business Manager, Debbie DeAmico.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 3: 02 p.m., Norman determined that there was a quorum.

1.2 APPROVAL OF MINUTES 10 / 20 / 2020 Quinn moved to approve the minutes from the October 20, 2020 Human Resource Committee.Mannchen seconded. The motion passed.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 CHANGES TO TABLE OF ORGANIZATION Erickson presented the update table of organization. Mannchen moved to approve the updated TO as presented. Albrinck seconded. The motion passed.

2.2 PROCESS FOR 2020 LIBRARY DIRECTOR REVIEW The group discussed the questionnaire with a few additional questions related to COVID. Norman to wordsmith and send out for Mehn to distribute. Erickson to put together a list of accomplishments as in years past. The group decided an early December board meeting would be best for Erickson s review.

3. UPCOMING MEETINGS

3.1 Library Director s annual job performance review to be scheduled. Norman asked if the Library Administrative Assistant could do a doodle pool of the committee members, and set a date based on the poll results do the Directors review. The HR Committee will meet the first week in December for a closed session review of submissions.

4.. ADJOURN

4.1 MOTION TO ADJOURN Norman moved to adjourn the meeting. Quinn seconded. The motion passed. Being no further business, the meeting adjourned at 3: 23 p.m.