

MinutesMead Public LibraryHuman Resource CommitteeOctober 20, 2020

A meeting of the Mead Public Library (MPL) Human Resource Committee was held on Tuesday, October 20, 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 Maeve Quinn, and Nancy Mannchen. Staff present: Library Director, Garrett Erickson and Business Manager, Debbie DeAmico. Absent Committee Member: Meg Albrinck

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 12: 11 p.m., Norman determined that there was a quorum.

1.2 APPROVAL OF MINUTES - 6 / 16 / 2020 Quinn moved to approve the minutes from the June 15, 2020 Human Resource Committee.Mannchen seconded. The motion passed.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 JOB DESCRIPTIONSErickson presented the job description updates for all of the position at the Mead Public Library. After reviewing and discussion of the job descriptions updates, Norman moved to approve as presented with the exception of the Business Manager s position. Mannchen seconded. The motion passed. The committee then reviewed the Business Managers title and position. Erickson was tasked with finding alternative titles for the business manager position to be discussed at the next meeting of the library board on October 22 nd.

3. UPCOMING MEETINGS

3.1 TBD Library Directors annual job performance review. Norman asked if the Library Administrative Assistant could do a doodle poll of the committee members, and set a date based on the poll results do the Directors review.

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 1: 31 p.m.