

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Human Resources Committee
Friday, November 10, 2017**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Friday, November 10, 2017 in The Loft.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Board members Nancy Mannchen and Meg Albrinck. Staff: Library Director Garrett Erickson, Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 9:34 a.m.; she determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Quinn **moved** to approve the minutes from 9/19/17. Mannchen **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS

Quinn **moved** to include the security component to the Maintenance Technician job description. Albrinck **seconded**. The motion **passed**.

2.2 DISCUSSION AND POSSIBLE ACTION ON PERFORMANCE EVALUATION OF LIBRARY DIRECTOR

Committee determined a procedure for evaluation of the library director. Full board, direct reports, Foundation board president, and Friends board president will all get a survey with which to evaluate the Library Director. Surveys will be anonymous and should be returned/filled out online by November 30th for review by Kathie. Committee will meet again on December 7th at 3:30 to discuss an overview of the results.

3. UPCOMING MEETINGS

3.1 Future Mead Public Library-Human Resources agenda items-TBD

3.2 Next meeting date-Thursday December 7th, 3:30 p.m.

4. ADJOURN

4.1 Norman **moved** to adjourn the meeting. Mannchen **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 10:15 a.m.

Generated by Sydney Mehn on Friday November 10, 2017