

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resource Committee
November 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 poll 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.

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