

PERSONNEL COMMITTEE MEETING MINUTES

September 23, 2024

- 1) Call to order: Meeting was called to order at 5:00pm
- 2) Attendance: Van, Debbie, Evenlyn, and Bianca
- 3) Introduction of visitors: None
- 4) Approval of Minutes of Previous Meeting (May 21, 2024): Debbie made a motion to approve minutes which was seconded by Van. Motion passed.
- 5) Old Business: None
- 6) New Business
 - a. **Discuss staff handbook changes:** The director shared that she was in the process of rebranding the handbook and carefully reviewing every component. She wanted to know how much input the personnel committee wanted in reviewing any changes that might be made. The committee said to make necessary changes and seek advice from the committee as needed. They do not need to review all the changes.
 - b. **Review updated organizational chart:** The organizational chart has been updated to reflect the new employee working as evening clerk/custodian. They report to Mikayla Kitchen, the circulation supervisor.
 - c. **Discuss 2025 organizational chart:** The director shared a draft of the 2025 organizational chart and shared anticipated changes to take effect in June of 2025.
- 7) Other: None
- 8) Public Comment: None
- 9) Adjournment: Meeting adjourned at 5:18pm