

## **PERSONNEL COMMITTEE MEETING MINUTES**

**January 27, 2025**

- 1) Call to order: Meeting was called to order at 3:01pm
- 2) Attendance: Van, Debbie, Evelyn, Bianca
- 3) Introduction of visitors: None
- 4) Approval of Minutes of September 23, 2024 Meeting: Van made a motion to approve the minutes and Evelyn seconded. Motion passed.
- 5) Old Business
  - a. Updated organizational chart: Reviewed chart. Children's librarian has been removed and HR Coordinator added.
  - b. Teams chart: Reviewed chart which include Programming, PR/Marketing, and Selection teams.
- 6) New Business
  - a. Feedback on updated Employee Handbook: No feedback. Van encouraged the Director to continue to use the committee as a resources should any questions arise.
  - b. Feedback on new HR Coordinator position: Van asked if the Director thought we'd have enough candidates. The Director shared that interviews were Friday with three candidates. There has been a lot of interest and several qualified candidates.
  - c. Future plans for open positions: Discussed the need for an assistant director and how the salary budget could absorb that cost.
- 7) Other: None
- 8) Public Comment: None
- 9) Adjournment: Meeting adjourned at 3:14pm.