

July 29, 2025 Personnel Committee Meeting Minutes

President Van Thompson called the meeting to order 5:22pm

Present: Van, Evenlyn, Debbie

Absent: None

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda: Van made a motion to accept the January meeting minutes. Debbie seconded. Motion passed.

Old Business: None

New Business:

- a. Reviewed updated organizational chart
- b. Reviewed updated teams chart
- c. Reviewed updated job descriptions. The Evening Clerk position summary needs to be updated. There was a typo in the Tech Services Librarian position summary.
- d. The Director shared an update on the social worker. We would like to know what the hiring process will be and if the library will be involved in interviews.
- e. Discussed changes to Director's annual review. All trustees will still provide feedback and complete a review form. Van would like to add a State of the Library element where the Director provides feedback on facilities, personnel, finances, outreach and programming, and library services. The Director's review will take place at the December 1 personnel committee meeting.
- f. The personnel committee will meet December 1 instead of the building committee meeting.

Public Comment: None

Meeting adjourned at 5:43 pm