

McMillan Memorial Library  
Personnel Committee Minutes  
January 5, 2022

**DRAFT**  
Subject to  
Approval

Chairperson Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:00 p.m.

Mr. Kellogg established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Scott Kellogg, Craig Broeren, Susan Feith, and Karen Schill

Absent: Ryan Austin and Andrea Galvan

Others in attendance: Eric Montag, William Clendenning, and Kim Heniadis.

Administration: Andrew Barnett and Vicki Steiner

A motion to approve the Minutes of the December 1, 2021 meeting was made by Mr. Broeren, second by Ms. Schill. Motion carried.

Mr. Kellogg reviewed the process for evaluation of the library director. Mr. Barnett's self-evaluation was sent to committee members. A copy of chapter TE6 from the Public Library Trustee Manual on the evaluation a director and the current Plan of Service will be used. Discussion followed. A tentative sample of a staff and Board evaluation questionnaire will be brought to the next meeting.

Mr. Kellogg opened discussion on the evaluation of wage comparisons with other libraries. Discussion followed. Ms. Feith will talk with the SCLS staff to develop a list of libraries to use as comparisons.

Mr. Kellogg opened discussion on reviewing employee job descriptions and the employee evaluation process. Discuss followed. Further discussion will take place at the next meeting.

Mr. Kellogg opened discussion of a review of the Employee Handbook. Further review will take place at a future meeting.

Items for next agenda:

Employee Job Descriptions

Review process for the Director Evaluation

Staff Evaluation Process Review

Wage Compensation and Classification Study Update

Review Employee Handbook

**A motion to adjourn was made by Ms. Schill, second by Mr. Kellogg. Motion carried and the meeting adjourned at 6:25 p.m.**

The next meeting of the Personnel Committee will be held on February 2, 2022 at 5:00 pm.

Respectfully submitted,  
Vicki Steiner, Secretary