

## **North Shore Library Board Personnel Committee Minutes**

Thursday, October 31, 2019 9:00 a.m.

Director's Office

6800 N. Port Washington Road, Glendale, WI

### **1. ROLL CALL**

Chair Bartels called the meeting to order at 9:01 a.m.

Present: Pierner, Rindt, Bartels

Also Present: Draeger-Anderson, Library Director

### **2. PUBLIC COMMENT**

There was no public comment.

### **3. Approval of Minutes from 7.25.19**

Motion made by Pierner/Rindt to approve the minutes of 7.25.19. Motion carried unanimously.

### **4. Review and edit Personnel Handbook for presentation to Library Board**

Draeger-Anderson introduced changes expected when the Village of Bayside takes over fiscal responsibilities for the library. Draeger-Anderson recommended moving to PTO system of vacation and sick leave as this is what Bayside uses. The committee reviewed the Personnel Handbook changes that would need to be made in Section 1, Item 4, Section V and Section VI. The committee recognizes that Sections VII and VIII will need to be updated and directed Draeger-Anderson to reach out to the Village of Bayside for needed information before recommending updates to these sections for future consideration.

Motion was made by Rindt/Pierner to approve changes to Section I, Item 4 of the Personnel Handbook and refer this to the full Library Board. Motion carried unanimously.

Motion was made by Pierner/Rindt to approve changes to Section V of the Personnel Handbook and refer this to the full Library Board. Motion carried unanimously.

Motion was made by Rindt/Pierner to approve the replacement of the current Section VI of the Personnel Handbook with "Section VI – Paid Time off (PTO) and Medical Leave Bank (MLB)" and refer this to the full Library Board. Motion carried unanimously.

### **Adjournment**

Motion made by Pierner/Rindt to adjourn. Motion carried unanimously. Meeting was adjourned at 10:05 a.m.

Respectfully submitted by Susan Draeger-Anderson, Library Director and Recording Secretary