



North Shore Library Board Personnel Committee Agenda

Thursday, October 28th, 2021
9:00 a.m. on Zoom

Amended 10/26/2021

Join Zoom Meeting

<https://us02web.zoom.us/j/81525112421?pwd=aZDbHFoSTeZUnUvY3FOdkRaRUkrZz09>

Meeting ID: 815 2511 2421

Passcode: xYBdWh4F

+13126266799,,81525112421#,,,,*81692098# US (Chicago)

1. ROLL CALL
2. PUBLIC COMMENT

At this time, individuals can address the Personnel Committee on any topic for a three minute time period per person, with extensions per the Personnel Committee Chair's discretion. No action will be taken aside from the possible referral to the Library Board and/or individuals.

3. Approval of Minutes from 07.22.2021
4. **MOTION TO MOVE INTO CLOSED SESSION**

Pursuant to Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility": Discussion of Interim Head of Circ/Assistant Director Position

MOTION TO RECONVENE INTO OPEN SESSION: To consider or act upon matters discussed in closed session.

5. Discussion of Employee Handbook: Floating Holiday vs Personal Day
6. Discussion of 6 month/12month review of new hires
7. Discussion of Adult Reference Assistant position creation
8. Discussion of Updating Circulation Job Description
9. Discussion of Updating Head of Circulation Job Description
10. Discussion of Updating Assistant Director Job Description
11. Adjournment

cc: Library Board-Personnel Committee, Library Director, Library Staff, Library Bulletin Board, Library Website, Community Newspapers, Bayside, Fox Point, River Hills and Glendale City and Village Halls.

NOTE: Issues that require public input or for which citizens are present will receive priority on the agenda. If you require special services, please notify the library director in advance of the meeting.