



**North Shore Library Board Personnel  
Committee Minutes**

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

Meeting started at 9:00AM.

1. ROLL CALL: Bartels, Grady, Safstrom. Also in attendance, Glaisner, Board President; Andy Pederson, Bayside Fiscal Manager ; Bahringer, Library Director.
2. PUBLIC COMMENT: No public Comment
3. Approval of Minutes from 07.22.2021: Tabled for next meeting
4. **MOTION TO MOVE INTO CLOSED SESSION: 9:05AM**

**MOTION TO RECONVENE INTO OPEN SESSION: 9:45AM** Motioned by Safstrom, seconded by Grady. Approved by Acclamation.

**Items tabled for the next meeting:**

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  
Date set for next meeting: Tuesday, November 2<sup>nd</sup> at 9:00AM via Zoom. Motioned by Grady, seconded by Safstrom. Approved by Acclamation.
11. Adjournment at 9:49AM. Motioned by Safstrom, Seconded by Grady. Approved by Acclamation.

Respectfully submitted by Annie Bahringer, Library Director