



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes - Draft

Library Board Personnel Committee

Tuesday, February 13, 2018

4:30 PM

Manitowoc Public Library

1. Call to Order

The meeting was called to order by Chairperson Ellen Reinertson at 4:30 p.m.

Present: 3 - Reinertson, Hunter and Myers

Absent: 2 - Thennes and Vollendorf

2. Public Comment

Members of the public will be permitted to speak at the Manitowoc Public Library Personnel Committee meeting on any matter of public interest. The comments from each speaker shall be limited to five minutes in length unless extended by action of the Manitowoc Public Library Board of Trustees.

3. Old Business

[18-0162](#)

a. Employee Policy Manual merger (*possible action*)

Attachments: [CURRENT LIBRARY EPM pre-merger - Employee Policy Manual September 28 2015 With Additions](#)
[memo 2.2018 EPM updates with City merger](#)
[EPM-City with Library rev 2.2018](#)

Motion to approve with referral to full board, the revised Employee Policy Manual merger with the City, effective July 1, 2018.

Moved by Hunter, seconded by Myers, that this Action Item be approved. The motion carried. Ayes, 3. Nays, none

4. New Business

[18-0160](#)

a. Backfill Literacy Coordinator position to allow for one week overlap (*possible action*)

Attachments: [memo 2018 Literacy Coordinator Overlap](#)

Motion to approve with referral to full board, the proposal of a one week overlap, to allow for a transfer of knowledge and smooth transition of the Literacy Coordinator position.

Moved by Hunter, seconded by Myers, that this Action Item be approved. The motion carried. Ayes, 3. Nays, none

5. Convene in Closed Session

A motion was made by Hunter, seconded by Myers, to convene in closed session at 4:52 p.m. The motion carried with a roll call vote:

Aye: 3 - Reinertson, Hunter and Myers

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The specific subject matter that may be considered in closed session is the following:

- a. Extended Leave for Library Director
- b. 2018 Staff Development Goals for Library Director

(No minutes taken for Closed Session portion)

6. Reconvene in Open Session

A motion was made by Myers, seconded by Hunter, to reconvene in open session at 5:09 p.m. The motion carried with a roll call vote:

Aye: 3 - Reinertson, Hunter and Myers

[18-0161](#)

- a. Extended Leave for Library Director (*possible action*)

Continue discussion to finalize and bring back to full Board at the March 26, 2018 meeting.

No action taken at this time.

[18-0159](#)

- b. 2018 Staff Development Goals for Library Director (*possible action*)

Motion to set three of the five goals submitted by Library Director, for the 2018 Performance Evaluation period.

Moved by Myers, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 3. Nays, none

7. Adjournment

A motion was made by Hunter, seconded by Myers, to adjourn at 5:10 p.m. The motion carried. Ayes, 3. Nays, none

Submitted by Mary Davis, Recording Secretary