

AGENDA
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
Personnel Committee
Monday, November 26, 2012
4:30 P.M.

1. Revisions to Employee Policy Manual (possible action)
2. Review Paid Time-Off Benefits for Exempt Employees and Professional Librarians (possible action)
3. Review Job Descriptions for Materials Manager and Assistant Materials Manager (possible action)
4. Convene in Closed Session

Notice is hereby given that the above governmental body will adjourn to a closed session as authorized by Wis. Stat. 19.85 (1)(c) for consideration of 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 which will be considered in the closed session is the following:

- a. Discuss performance of staff in consideration of layoffs and reorganization of work assignments
- b. Establish salary ranges for Materials Manager and Assistant Materials Manager

5. Reconvene in Open Session
6. Adjourn