

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
PERSONNEL COMMITTEE  
September 21, 2015

**COMMITTEE MEMBERS:**

*Present:* Hazlewood, Stokes, Thennes, Vollendorf and Gratz

*Absent:* None

**OTHERS PRESENT:** Stewart and Davis

*The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Board President David Gratz at 5:00 p.m., Monday, September 21, 2015.*

*#2 Appoint Chair* – The Committee nominated Trustee Thennes to serve as Chairperson. Trustee Thennes graciously accepted the nomination.

*#3 Review Revised Employee Policy Manual* – Stewart updated the Committee on the minor revisions made to the Employee Policy Manual, with the Committee making further suggestions to modify those revisions.

A motion was made by Gratz, seconded by Vollendorf, so move to accept the changes made to the Employee Policy Manual and to recommend for approval to entire Board. Motion carried.

*#4 Review Job Description for Materials Manager* – A motion was made by Gratz, seconded by Vollendorf, to recommend to the entire Board for approval, the revised Job Description for Materials Manager. Motion carried.

*#5 Convene in Closed Session* – A motion was made Stokes, seconded by Vollendorf, to enter into closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes for 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 which will be considered in the closed session is the following:

a. *Review performance goals for Library Director*

Motion carried with a roll call vote and the Committee entered into closed session at 5:25 p.m.

*#6 Reconvene in Open Session* – A motion was made by Gratz, seconded by Stokes, to enter into open session. Motion carried with a roll call vote and the Committee reconvened in open session at 5:47 p.m.

There being no further business to come before the Committee, a motion was made by Thennes, seconded by Stokes, to adjourn. The meeting adjourned at 5:48 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary