

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
PERSONNEL COMMITTEE  
November 22, 2016

*The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through our services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.*

**COMMITTEE MEMBERS:**

*Present:* Hazlewood, Thennes, and Vollendorf

*Absent:* None

**OTHERS PRESENT:** Stoeger and Davis

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chairperson Lee Thennes at 4:30 p.m., Tuesday, November 22, 2016.

#2 *Discussion regarding a transition team for the new director* – Trustee Thennes explained what the committee’s vision was for a transition team. Stoeger reported she has been meeting weekly with Managers, has arranged shadowing opportunities with specific departments to become better acquainted with operations, software training is scheduled, and has attended meetings of Common Council, City Finance Committee, MCLS, and Rotary.

#3 *Convene in Closed Session* – A motion was made by Hazlewood, seconded by Vollendorf, to convene in closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes, which authorizes the above 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 which will be considered in the closed session is the following:

- a. *Review request by employee to include previous years of employment to apply toward vacation total accrual*
- b. *Evaluate transitioning 19 hour/week clerks to 20 hour/week clerks*
- c. *Evaluation and possible re-classification of Literacy Coordinator position*

Following a roll call vote the Committee entered into closed session at 4:56 p.m.

#4 *Reconvene in Open Session* – A motion was made by Hazlewood, seconded by Vollendorf, to enter into open session. Motion carried with a roll call vote and the Committee reconvened in

open session at 5:25 p.m.

#5 *Possible action on closed session requests* – a. The Committee recommends the Board approve the request by employee to include previous years of employment to apply toward vacation total accrual.

b. The Committee recommends the Board approve the transitioning 19 hour/week clerks to 20 hour/week clerks.

c. The Committee is requesting further discussion regarding the evaluation and possible re-classification of Literacy Coordinator position. Will maintain contracted consultant service currently in place.

There being no further business to come before the Committee, a motion was made by Vollendorf, seconded by Hazlewood, to adjourn. The meeting adjourned at 5:28 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary