

AGENDA
MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
Monday, November 22, 2010
4:30 P.M.

1. Call to Order
2. Convene in closed session (*action requested*)

Notice is hereby given that the above governmental body will adjourn to a closed session during the meeting as authorized by Wis. Stat. 19.85 (1)(c), which authorizes the governmental body to convene in closed session to consider 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. **Performance of Youth Services Manager**
- b. **Performance of Information and Adult Services Department Head**

3. Reconvene in open session, *possible action* on closed session matters
4. New Business
 - a. Dress Guidelines Policy (*possible action*)
 - b. Employee Use of Library Equipment Policy (*possible action*)
 - c. Job Description for Coordinator of Public Services (*possible action*)
 - d. Job Description for Coordinator of Technical Services (*possible action*)
 - e. Job Description for Coordinator of Collection Development (*possible action*)
 - f. Job Description for Youth Services Manager (*possible action*)
 - g. Job Description for Information Technology Technician (*possible action*)
 - h. Job Description for Business Office Aide (*possible action*)
 - i. Job Description for Marketing Technician (*possible action*)

5. Adjourn