



Hudson Area Joint Library Policy and Personnel Committee Meeting Unapproved Meeting Minutes

July 2, 2020 at 3 p.m.

1. **Call to order at 5:00 p.m. by Barb Peterson. Roll call, certification of compliance with opening meeting laws and public record laws, and introduction of visitors and guests.**

Board members present: Peterson, Susan Blank, Katie Coppenbarger

Committee members absent: None

Visitors: None

Staff: Shelley Tougas, Madeline Page

2. **ACTION ITEM: Approve agenda**

Motion by Coppenbarger to approve agenda

Second by Blank

Discussion: None

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

3. **ACTION ITEM: Peterson appointed chair by consensus**

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

4. **POTENTIAL ACTION ITEM: Library director job description**

Members reviewed the job description adopted by the board several years and one provided by the DPI. Consensus was to modify the DPI version. Committee will meet at 3 p.m. Wednesday, July 15 to finalize.

5. **POTENTIAL ACTION ITEM: Staffing**

Members discussed a PTO schedule vs. traditional vacation/sick bank. Interim Directors will bring a proposal to the next committee meeting for review.

6. **ACTION ITEM: Adjourn**

Motion by Peterson to adjourn

Second by Blank

Discussion: None

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

Respectfully Submitted,

Shelley Tougas