



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

October 3, 2020 – 9:00 a.m.
Hudson Area Joint Library
700 1st Street, Hudson, WI 54016

1. **Call to order at 9:05 a.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: Disposition of the prior committee meeting minutes**
Motion by Coppenbarger to approve minutes
Second by Blank
Discussion: None
Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays
4. **ACTION ITEM: Program policy with attorney's notes**
Motion by Coppenbarger to recommend the approval of the revised policy with the recommended edits from the city attorney.
Second by Blank
Discussion: The city attorney recommended eliminating the exceptions for background checks for board members, Foundation members, and Friends members when conducting programs specifically designed for children/youth.
Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays
5. **Discussion: PTO and Personnel Handbook updates**
Aaron Reeves, City Administrator, requested that Tougas and Page revise the Personnel Handbook and include the updated PTO in that document. Co-directors will provide the document to PPC at the next meeting.
6. **Discussion: Youth protection policy**
Co-directors will present a draft of a youth protection policy to PPC at an upcoming meeting.

7. Discussion: Director job posting

Co-directors will make the recommended changes to the job posting and supplemental questionnaire and distribute it to PPC members. The revised version will be presented to the board at the next meeting (October).

8. Discussion: Director hiring process

PPC will ask the Finance Committee to review the proposed salary range at the October meeting. PPC will set a hiring timeline at the next meeting.

9. ACTION ITEM: Adjourn

Motion by Coppenbarger to adjourn

Second by Peterson

Discussion: None

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

Respectfully Submitted,

Madeline Page