

**Minutes of the
Nicolet Federated Library System Personnel Committee Tuesday,
August 13, 2019 at 11:30am
at the Weyers-Hilliard Branch Meeting Room**

Present: Ken Harter, Miriam Erickson, Kathy Pletcher, Corrie Campbell, Becca Berger, Cheryl Maxwell, Julia Wallace

Excused: Tony Yaggie

Also Present: Megan Theys (NFLS), Tracy Vreeke (NFLS), Elizabeth Arnold

AGENDA

1. **Call to order.** Harter called the meeting to order at 11:32 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Agenda revisions.** No revisions were made.
4. **Approval of the June 20, 2019 minutes.** Erickson moved to approve the minutes; Pletcher seconded. **Motion carried.**
5. **Review of Administrative Assistant position description.**
 - Vreeke changed the wording “requirement of bachelor’s or associate degree” to “bachelor’s or associate’s degree or appropriate experience.” The Committee asked that it be changed to “prefer bachelor’s degree, but consideration will be given to the appropriate experience.” Campbell motioned to approve the change; Maxwell seconded. **Motion carried.**
6. **Determination of salary recommendation.**
 - Vreeke talked to Cadre about the salary recommendation and they suggested \$15-17/hour, depending on experience. This fits within the budget. Campbell moved to approve posting the job as \$15-17/hour, depending on experience; Berger seconded. **Motion carried.**
7. **Discussion of hiring process.**
 - Vreeke would like to go through Cadre again, working with the same representative that was used in the past to hire Theys and Baumgart. NFLS has had success with Cadre in the past – they prescreen the candidates. Maxwell asked about cost of Cadre – it is a cost, last time was close to \$5000.
 - Several people from OWLS and NFLS libraries have contacted Vreeke expressing interest in the job. Maxwell wants to start with posting the job in-house and the rest of the committee agreed.
 - Pletcher suggested a one month posting period – three weeks of having the job posted and one week for interviews. If NFLS is unsuccessful in hiring the position through this, they will then go through Cadre.
 - Wallace said to put “until the position is filled” on the posting. Pletcher said to put “Interviews will begin on ___ and the position will be open until filled.”
 - Vreeke will post the job by the end of the week. Maxwell asked if the office can function for a month without anyone in the position, especially if they get to the end

- of the internal process and no one is hired. Vreeke said that Cadre can hire quickly and is confident the position will be filled quickly if they need to go through Cadre.
- Vreeke will send out the job posting to all the state system directors and post it on the NFLS website by the end of this week.

9. Other business. Nothing was reported.

10. Adjourn. Maxwell moved to adjourn at 11:48 a.m.; Pletcher seconded. **Motion carried.**

Megan Theys, Recording Secretary
8/13/19