

Meeting Minutes of the
Nicolet Federated Library System
Personnel Committee
Thursday, December 15, 2022 at 12:00 p.m.

Present: Ken Harter, Chair; Rebecca Berger; Cheryl Maxwell; Connie Seefeldt; Anthony Yaggie, (Ex-Officio)

Excused: Miriam Erickson

MINUTES

1. **Call to Order.** The meeting was called to order at 12:14 p.m.
2. **Determination of Quorum.** A quorum was established.
3. **Agenda Revisions.** None.
4. **Approval of the September 29, 2022 Meeting Minutes.**
Member Berger made a motion to approve the minutes. Member Yaggie seconded the motion. **Motion carried.**
5. **Staff Updates.** No staff changes to report.
6. **Approval of Outreach Coordinator and Administrative Assistant Job Descriptions.**
Committee members will review the job descriptions and provide feedback prior to the next full Board meeting.
7. **Discussion and Approval of Wage and Fringe Benefits for Staff Positions.**
Member Seefeldt made a motion to approve the hiring of an additional administrative staff member at 20 hours per week with full benefits. Member Maxwell seconded the motion.
Motion carried.
8. **Other Business.** None.
9. **Adjourn.** Member Berger made a motion to adjourn. Member Yaggie seconded the motion. The meeting was adjourned at 12:35 p.m.