

**Minutes of the
Nicolet Federated Library System
Personnel Committee
Thursday, September 9, 2021 at 12:00 PM via Zoom**

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

Also Present: Tracy Vreeke (NFLS), Hannah Zima (NFLS)

1. **Call to Order.** The meeting was called to order at 12:01 PM.
2. **Determination of Quorum.** A quorum was determined.
3. **Agenda Revisions.** No revisions to the agenda were made.
4. **Approval of the September 10, 2020 Meeting Minutes.**
Member Berger moved to approve the minutes. Member Maxwell seconded the motion. **Motion carried.**
5. **Staff Updates.**
Director Vreeke reported on the staff reviews that were conducted this month.
6. **Approval of the Executive Director Performance Review Policy and Procedures.**
Member Maxwell moved to approve the policy and procedures for the Director's Annual Review. Member Berger seconded the motion. **Motion carried.**

*Pursuant to Wisconsin Statutes Section 19.85(1)(c), Member Berger made a motion, seconded by Member Maxwell, to move into closed session for the director and staff evaluation session. **Motion carried.** (Member Yaggie left the meeting)*

Roll call vote:

*Harter: Aye
Berger: Aye
Erickson: Aye
Maxwell: Aye*

The Committee entered into Closed Session at 12:13 PM.

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7. Review of Director Performance Review Surveys and Director's Self-Evaluation.

8. Review of 2021 Director Goals and Establishment of 2022 Director Goals.

Member Erickson made a motion to accept the Director's self-evaluation, noting that the Committee believes the Director to be "Exceeding Expectations" in all areas.

Member Maxwell seconded the motion. **Motion carried.**

Member Berger moved to adopt the goals put forward in the Director's self-evaluation. Member Maxwell second the motion. **Motion carried.**

9. Update on Staff Performance Reviews.

Director Vreeke recommends all staff receive a cost-of-living raise based on staff performance reviews.

10. Approve Recommendation of Staff Salary Increases to the Finance Committee.

Member Erickson made a motion to recommend to the Finance Committee a 5.5 percent cost of living raise and a 2 percent salary increase for the System Director. Member Maxwell seconded the motion. **Motion carried.**

Member Berger made a motion to recommend to the Finance Committee a 5.5 percent salary increase for all System staff. Member Maxwell seconded the motion. **Motion carried.**

Member Berger made a motion to recommend to the Finance Committee a 10 percent increase in the base salary of the Administrative Assistant. The 10 percent increase shall be calculated prior to the 5.5 percent cost of living increase. Member Maxwell seconded the motion. **Motion carried.**

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*Member Erickson made a motion, seconded by Member Berger, to adjourn Closed Session and reconvene in Open Session. **Motion carried.** The Personnel Committee reconvened in Open Session at 12:50 PM.*

11. Discussion of 2022 Committee Meeting Dates.

The Personnel Committee will meet virtually on January 14 after the full Board meeting to discuss wage comparisons, review of surveys and evaluations and employee policies.

12. Other Business. None.

13. Adjourn. Member Berger made a motion to adjourn, seconded by Member Maxwell.
Motion carried. The meeting adjourned at 12:59 PM.

Respectfully Submitted:
Hannah Zima, Recording Secretary