

[DRAFT]
Minutes of the
Nicolet Federated Library System
Personnel Committee
Thursday, May 19, 2022 at 12:00 p.m., via Zoom

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

Excused: Rebecca Berger; Miriam Erickson

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

MINUTES

1. Welcome & Introductions. The meeting was called to order at 12:04 p.m.

2. Agenda Revisions. None.

3. Open Forum. None.

4. Approval of September 19, 2021 Minutes.

Member Maxwell made a motion to approve the minutes. Member Seefeldt seconded the motion. **Motion carried.**

5. Staff Updates.

Director Vreeke reported no new changes. New OWLSnet Tech Support employee is a great addition to the staff.

6. Review Director Review Policies, Procedures and Timeline.

Policy and procedures were formally put into place last year to ensure reviews are conducted prior to the Finance Committee and Board's finalization of the budget. The timeline will be modified to separate discussion of the director's current year goals and future goals.

7. Review Executive Director Self-Evaluation and Stakeholder Input Survey Instruments.

Chair Harter has not received any comments regarding the survey instruments we are using. However, he feels that it would be helpful for the Trustees to begin to use the Director's Self-Evaluation instrument so that all parties are conducting the review based on the same survey instrument.

8. Review Updated Staff Job Descriptions.

DPI is hiring a consultant to conduct salary comparisons across all systems this year. We will hold off on doing any salary comparison until we have the DPI report. However, we did go ahead and update our staff job descriptions to better reflect the current positions. Director Vreeke suggests reviewing the job descriptions every 3-5 years.

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The job description for the Marketing & Communications Specialist will add language clarifying their role as liaison to the NEWI coordinator. The job description for the Office Manager will be revised to move Administrative #10 to the Continuing Education Section. The language around their role as liaison to the NEWI coordinator will also be clarified.

9. Other Business. None.

10. Adjourn.

Member Maxwell made a motion to adjourn. Member Seefeldt seconded the motion.

Motion carried. The meeting was adjourned at 12:32 p.m.

Respectfully Submitted,
Hannah Good Zima, Reporting Secretary