

**[DRAFT]**  
**Minutes of the**  
**Nicolet Federated Library System**  
**Personnel Committee**  
**Wednesday May 17, 2023 at 12:00 p.m.**

**Present:** Kathy Pletcher, Chair, Cheryl Maxwell, Connie Seefeldt, Rebecca Berger (Ex-Officio), Hannah Good Zima (NFLS)

**Absent:** Miriam Erickson

**MINUTES**

1. **Call to Order.** The meeting was called to order at 12:10 p.m.
2. **Determination of Quorum.** A quorum was established.
3. **Agenda Revisions.** None.
4. **Approval of the December 15, 2022 Meeting Minutes.**  
Seefeldt made a motion to approve the minutes. Maxwell seconded the motion.  
**Motion carried.**
5. **Staff Updates.**  
Chair Pletcher informed the committee that Maryssa Paulsen has accepted the offer for the Administrative Assistant position and will start June 5, 2023. Pletcher summarized her background and qualifications.
6. **Review Director Review Policies, Procedures and Timeline.**  
The Committee reviewed the process and timeline for the director's review. Berger noted that it was important to ensure that the survey instrument for the library directors was working well and we were receiving responses from a majority. Zima informed the committee that 10 out of 15 surveys were received last year and the lack of response from some of the directors could have been to the high turnover rate of directors throughout the system last year. No other issues were noted. Staff will work with Chair Pletcher to distribute and collect survey results.
7. **Review Executive Director Self-Evaluation and Stakeholder Input Survey Instruments.**  
The Committee reviewed the surveys and made no changes.
8. **Other Business.** None.
9. **Adjourn.** The meeting was adjourned at 12:32 p.m.

Respectfully Submitted,  
Hannah Good Zima, Reporting Secretary