

Personnel Meeting
Sandwich Public Library – 925 S. Main Street
Tuesday, January 23rd, 2018 @ 4:30 PM

Personnel meeting called to order at 4:40 PM by President Nancy Sanders.

Roll Call: Nancy Sanders, Jane Wolf, Denise li, Jennifer Boring, Ruth Fish, Denise Curran & Becky Clemons were present. Also present was head of circulation, Lauree Zielezinski.

Additions / Deletions / Amendments to Agenda: None

Unfinished Business: None

New Business: Jennifer Boring proposed offering extra hours to full time employees, Barb Posinger and Bailey McGee, by creating a 40-work week. The library is understaffed due to an open position in the circulation department and the passing of Dale Leifheit. Both ladies are currently working a 37.5 hour week with paid lunch.

Motion made by Nancy Sanders, and seconded by Ruth Fish, to offer a 40-hour work week that includes paid lunch, to Barb Posinger and Bailey McGee, effective February 1, 2018. Motion carried on voice vote.

Nancy Sanders moved to hire a part time circulation clerk. Motion seconded by Ruth Fish. Motion passed unanimously via voice vote.

Executive Session: **Motion made by Denise Curran and seconded by Ruth Fish, to go into executive session at 5:00 PM, pursuant to Section 2(c)(1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." Aye: Trustees Boring, Clemons, Curran, Fish, li, Sanders & Wolf Nay:0 Motion carried**

Motion to return from Executive Session: **Motion made by Ruth Fish and seconded by Denise li to return to regular session at 6:44 PM. Motion carried unanimously by voice vote.**

Adjournment: **Motion made by Jennifer Boring, and seconded by Denise Curran, to adjourn the personnel meeting at 6:45 PM. Motion carried by voice vote**

/s/ Denise li
Denise li, Secretary