

## **Special Meeting of Personnel & Policy Committees**

Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Wednesday, March 3, 2021 @ 1 PM

- I. **Call to Order/Roll Call** – The meeting was called to order at 1:03 PM by Ruth Fish. Attendees: Denise Curran, Nancy Sanders, Jennifer Penn, Ruth Fish, Jane Wolf, Board President and Barb Posinger, Library Director.
- II. **Additions/Deletions/Changes to Agenda** – Addition to Old Business, approval of the January 27, 2021 Personnel Minutes and the Personnel Executive Session Minutes of January 27, 2021.
- III. **Public Comment** – None
- IV. **Old Business** –
  - a.) **Approval of Minutes** – A motion was made by Denise Curran and seconded by Jennifer Penn to approve the minutes of the February 17, 2021, Special Meeting of the Personnel and Policy Committees. Approved via voice vote.
  - b.) **Approval of Minutes** – A motion was made by Denise Curran and seconded by Ruth Fish to approve the minutes of the January 27, 2021, Personnel Committee Meeting. Approved via voice vote.
  - c.) **Approval of Minutes** – A motion was made by Ruth Fish and seconded by Denise Curran to approve the Executive Session Minutes of the January 27, 2021. Approved via voice vote.
  - d.) **Discussion and edit of Personnel Policy** – The meeting was turned over to Barb Posinger, Library Director and she guided us through the final edits and minor word changes to the Personnel Policy.  
The Committees thanked Barb for all her dedication and direction on getting this policy written.
- V. **New Business** –

The Personnel Policy will be presented to the Board at the March 9, 2021 Meeting.
- VI. **Adjournment** – A motion was made by Denise Curran and seconded by Jennifer Penn to adjourn the meeting at 1:55 PM. Carried via voice vote.

Submitted by Ruth Fish, Personnel Chairman

