



Personnel Committee Meeting  
Sandwich Public Library District  
Tuesday, February 7<sup>th</sup>, 2023 at 3:00pm

## AGENDA

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- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Minutes Approval [action]
  - a. Personnel Committee Minutes – November 22<sup>nd</sup>, 2022
- V. Review & Revision of Director Review Template
- VI. Adjournment

*All Items on the agenda are potential action items.*

## **Minutes of the Personnel Committee Meeting**

Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Tuesday, November 22, 2022 @ 11:00 AM

### **I. Call to Order / Roll Call:**

Meeting called to order at 11:00 AM by Committee Chair Jen Penn.  
Present: Committee members Emily Assell and Jen Penn and Library Director Barb Posinger.

### **II. Additions/Deletions/Changes to Agenda:**

None.

### **III. Public Comment:**

None.

### **IV. Minutes Approval:**

**Motion made by Emily Assell and seconded by Jen Penn to approve the July 21, 2022 Personnel Committee Minutes. Motion carried unanimously.**

### **V. Staff Holiday Plan:**

This meeting was to finalize board role in staff holiday plans as proposed at the November board meeting. In addition to giving staff gift cards as voted upon in the November meeting, it was decided that the board would cater dinner for the staff on Friday, December 9, 2022 at 6:00pm to coincide with the library's Winter Wonderland event.

Barb confirmed that catering dinner that evening will work within the setup and execution plans for Winter Wonderland. It was agreed that the board will cater a Panera meal for 15, serving all staff including the maintenance contractor. Emily will pick up the food at 4:00pm on Friday, December 9 to have it at the library by 4:30 that day. Barb will inform board members that they are invited to drop in during the 5:00-6:00 hour to offer holiday greetings to the staff, allowing for staggered board presence and avoiding a quorum at any one time. The FY budget has staff recognition and/or conferences/in-service categories to fund this event.

Barb reported that she has already purchased the gift cards for staff and that Jane is getting a card for board members to sign. Bailey and Barb will coordinate a volunteer recognition plan. Lauree and Barb are working on vendor appreciation.

### **VI. Adjournment:**

**Motion made by Jen Penn and seconded by Emily Assell to adjourn at 11:15 AM. Motion carried unanimously.**

submitted by Jen Penn, Treasurer