

**HOMEWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**PERSONNEL POLICY COMMITTEE MEETING MINUTES**

**January 23, 2019**

**CALL TO ORDER**

Personnel Policy Committee Chairman Catherine Uecker called the meeting to order at 6:38 p.m. Also present were committee members Cece Belue, Thomas Nowak, Percy Harris, and Jacoba Ward. Records of minutes were Trustee Adrienne River and Interim Librarian Kathy Parker.

**GUESTS**

Interim Librarian Kathy Parker, Trustee George Bouchie, and Trustee Adrienne River.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Ms. Uecker moved to approve the minutes of the October 24, 2018, personnel policy committee meeting. Mr. Nowak seconded the motion. Roll call vote: Belue - yes; Nowak - yes; and Ward - yes. Motion carried.

**NEW BUSINESS**

- Library Director Search and Job Description - The current job description for the administrative librarian was discussed. The description should state that a requirement is a master's degree. Another requirement should be progressively responsible management experience at a library. The description should also be amended to include participation in continuing education opportunities. The consensus was that the minimum library experience should be four years. Ms. Parker will modify portions of a job description for a Wisconsin library that Mr. Harris found. The Bradbury consulting firm will create the job ad, which is different from a job description. Ms. Uecker moved that Ms. Parker draft a revised job description to present at the next regular board meeting. Ms. Belue seconded the motion, and the motion passed unanimously.

**ADJOURNMENT.** At 7:14 p.m., Ms. Uecker moved to adjourn. Mr. Nowak seconded the motion, and motion carried unanimously.