

MINUTES / PERSONNEL COMMITTEE

May 12, 2022

6:00 p.m. Board Room at the Ela Area Public Library

1. Personnel Committee Meeting - Call to Order

Trustee Caudill (Chairperson Pro Tem for Chairperson Silcroft who was unable to attend) called the meeting to order at 6:03 pm.

2. Roll Call

Committee members present: Caudill, McCauley
Committee members absent: Silcroft
Additional Trustees present: Blank (arrived at 6:06)
Library staff present: Rosenthal, Christianson
Members of the public present: None

3. Public Comment

None

4. Adjustments to the Agenda

None

5. Discussion of the Employee Handbook Updates

The Employee Handbook needed many updates, which were provided by the HR Source legal team, and reviewed by Director Rosenthal and Assistant Director Christianson. The updates have no financial impact (no added or removed benefits) but were extensive. The entire document and proposed changes were reviewed and confirmed.

6. Recommended Updates for 5/17/22 Board Meeting

The Personnel Committee recommends the Board adopt the updated Employee Handbook in its entirety at the next meeting on 5/17/22.

7. Adjournment

At 7:15 Trustee McCauley moved to adjourn the meeting. The motion was seconded by Trustee Caudill and it carried on a unanimous voice vote of all committee members present.

Kathy Caudill, Chairperson Pro Tem
Approved at the next Regular Meeting of May 17, 2022