

Patmos Library

Open Session Personnel Committee Meeting Minutes for February 17, 2025

1. CALL TO ORDER

The policy committee meeting was called to order by Tahnee Mitchell at 5:02 pm. All policy committee members were present.

*Approval of Agenda (Motion)

Donna Rotman made a motion to approve the agenda, supported by Tahnee. Agenda approved.

2. MINUTES

None

3. PUBLIC COMMENTS

None

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

90-day performance review of Library Administrative Director.

Using the current approved review form, all evaluation points received the highest rating of "1". The only area with a "2" (meets expectations) was punctuality.

Two sections on Familiarity with Resources and Technology are n/a for this position.

Self reflected areas of improvement include:

 Closer relations and communication with the Patmos Board (includes more notice of the agendas for the board and committee meetings)

 Improved math concepts on budgets

 Making more time available to attend more of the programs going on in the library

Motion by Donna Rotman to conclude the 90-day review of the Library Administrative Director with all criteria except one exceeding normal job requirements. The motion was supported by Tahnee Mitchell. The motion passed.

Review of the Patmos Library Staff Evaluation form

The Library Administrative Director provided a new draft to replace the current staff evaluation form. Motion by Donna Rotman to support the new form, with one minor

edit. (Edit: modify ILS to Information Library System (ILS))

Motion supported by Tahnee Mitchell. The motion passed. The edited draft will be added to the March Board Agenda for March 9.

Employee Salaries, Wage Comparisons, and Policy

Several action items were identified to provide a succinct, fair, and supportive policy for library personnel:

The Library Administrative Director was promised a 6-month wage review at her time of hire. That review will occur on April 21 at 4:30 p.m. at the next Policy Committee Meeting.

The Library Administrative Director provided salary and date of hire details for all employees with suggested wage changes per employee. Following discussion, the Library Administrative Director will share a suggested policy for merit and cost of living adjustments (COLA) at yearly performance reviews.

It was noted that wages and salaries are dependent on budget considerations and millage status. Confirmed through research with the Michigan Public Library statistics for 2023-2024, Patmos Library has a lower millage rate compared to libraries of similar size. We will be tabling this conversation for now as no millage decisions have yet been made.

Tahnee Mitchell will review insurance policy stipends and share details with the committee.

Sonja DeJong will review past board minutes to confirm temporary pay increases during a time period in 2024 without a director were defined with an end time in writing. If confirmed, the Policy Committee will request the end of this temporary pay raise to be added to the board agenda on March 10.

6. BOARD MEMBER COMMENTS

No additional comments

7. ADJOURNMENT (Motion)

A motion to adjourn the meeting was made by Tahnee Mitchell and supported by Donna Rotman. The motion passed. Adjournment at 6:26 p.m.