

PATMOS LIBRARY
PERSONNEL COMMITTEE MEETING

APRIL 21, 2025

4:30 p.m.

1. CALL TO ORDER

- Roll call: Donna Rotman, Tahnee Mitchell, and Sonja DeJong. Also present: Library Administrative Director Zoe Willoughby- Barker
- Approval of agenda. Motion to approve made by Donna Rotman, and supported by Tahnee Mitchell. Motion passed.

2. MINUTES

- Motion to approve the minutes from March 5, 2025, made by Donna Rotman and supported by Tahnee Mitchell. The motion passed.

3. PUBLIC COMMENTS

None.

4. NEW BUSINESS

- Perform six-month wage review of the Library Administrative Director
 - The six-month wage review discussion was outlined as a requirement in the hiring of this position last fall.
 - The committee reviewed the wage review proposal by the Library Administrative Director.
 - A motion was made by Donna Rotman to recommend a \$2 pay increase for the Library Administrative Director position to \$23 per hour, pending full board review at the May 12 board meeting. Seconded by Tahnee Mitchell, the motion passed.
- Employees Vacation Policy review of latest revision
 - Continuing evaluation of the policy from the March board meeting, the committee added clarification to the prorated vacation paragraph, added more detail to the formula calculating vacation earned, and moving the rollover paragraph in the document.
 - Motion to approve the edits as discussed was made by Donna Rotman and seconded by Tahnee Mitchell. The motion passed. The revised document is added to the agenda for the May 12 board meeting.
- Input on job descriptions of all library positions to be added as an appendix to the Personnel Handbook
 - The committee and the library administrative director will work through consistency and updates to the documents.

- There is no specific deadline.
- The Library Administrative Director will provide the first round of edits to include consistent formatting and revisions to descriptions with input from employees.
- In reviewing the book ordering responsibilities between the child services librarian and the adult services and head librarian, the job descriptions confirm that final book order decisions are made by the Head Librarian and Adult Services librarian.

5. BOARD MEMBER COMMENTS

- The Library Assistant Director will compile 8-10 years of March 31 financial reports for the committee. The purpose is to evaluate, understand, and document library expenses over the last decade. The committee member Sonja DeJong has volunteered to summarize these financial reports and share them first with the Library Administrative Director.

6. ADJOURNMENT

A motion to adjourn the meeting was made by Donna Rotman and supported by Tahnee Mitchell. The motion passed. The meeting was adjourned at 5:25 p.m.