

NOTICE OF PERSONNEL COMMITTEE MEETING

PERSONNEL COMMITTEE MEETING

PATMOS LIBRARY

Monday, April 21 2025

at 4:30 p.m.

THE MEETING WILL BE HELD AT:

Patmos Library
2445 Riley St
Hudsonville, MI 49426

The Personnel Committee of the Patmos Library (Jamestown Township) will hold a special meeting on Monday, April 21, 2025, at 4:30 p.m. at the Patmos Library, 2445 Riley St., Hudsonville, MI 49426. The purpose of the Personnel Committee Meeting is to perform a six-month salary review of the Library Administrative Director position, reviewed of the latest revision to the Employee Vacation Policy, and to add all library job descriptions as an appendix to the Personnel Handbook. This committee will make no official decisions but will bring final recommendations before the full Board of Trustees at a regularly scheduled monthly meeting. This notice is posted in compliance with the Open Meetings Act and the Americans with Disabilities Act (ADA).

Dated: April 16, 2025

Sonja DeJong, Secretary

Patmos Library
2445 Riley St
Hudsonville, MI 49426
PH: (616)-896-1214

Individuals with disabilities requiring auxiliary aids or services who are planning to attend the meeting should notify the Library Board President, (616) 896-9798 within a reasonable time in advance of the meeting.
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AGENDA

Personnel Committee Meeting

April 21, 2025

4:30 p.m.

1. CALL TO ORDER

- Roll call
- Excusing absent members (Motion)
- Approval of agenda (Motion)

2. MINUTES

- Approval of minutes from March 5, 2025 meeting (Motion)

3. PUBLIC COMMENTS

- Members of the public may address the Board. Comments are limited to a maximum of three (3) minutes per person.
- Jamestown Twp. residents please state your name and address for the record.

4. NEW BUSINESS

- Perform six-month wage review of the Library Administrative Director
- Employees Vacation Policy review of latest revision
- Input on job descriptions of all library positions to be added as an appendix to the Personnel Handbook

5. BOARD MEMBER COMMENTS

6. ADJOURNMENT (Motion)