

**PATMOS LIBRARY**  
**PERSONNEL COMMITTEE MEETING MINUTES**

**MAY 28, 2025**

**1:00 p.m.**

**1. CALL TO ORDER**

- Roll call: Donna Rotman, Tahnee Mitchell, and Sonja DeJong. Also present: Interim Library Director Debbie Helmkamp and Interim Human Resources Manager Brooke Rivard
- 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 April 21, 2025, made by Sonja DeJong and supported by Donna Rotman. The motion passed.

**3. PUBLIC COMMENTS**

None.

**4. NEW BUSINESS**

- Review Applications: The Interim Human Resources Manager provided a summary of the resumes received for the position of Assistant Librarian.
  - 86 resumes received.
  - Four candidates met the education and work experience requirements for the position.
  - Of those, two candidates (A&B) were disqualified due to either lack of longevity in work experience (nine jobs held in five years), or library experience was entry level and eight years ago.
- The Interim Human Resources Manager and the Interim Library Director recommended candidates C&D advance to interviews.
- The motion was made by Sonja DeJong and supported by Tahnee Mitchell for candidates C&D to be scheduled for interviews before the full library board. The motion passed.

**5. BOARD MEMBER COMMENTS**

None.

## **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 1:07 p.m.