PATMOS LIBRARY

PERSONNEL COMMITTEE MEETING MINUTES

SEPTEMBER 11, 2025

6:30 p.m.

1. CALL TO ORDER

- Roll call: Donna Rotman, Tahnee Mitchell, and Sonja DeJong. Also present: Library Interim Director Debby Helmkamp
- Approval of agenda. A motion to approve the agenda was made by Donna Rotman, and supported by
Tahnee Mitchell. Motion passed.

2. MINUTES

- Motion to approve the minutes from April 21, 2025, made by Donna Rotman and supported by Tahnee Mitchell. The motion passed.

3. PUBLIC COMMENTS

None.

4. NEW BUSINESS

- Perform 90-day employee evaluation of the Library Interim Director.
- Following the written request by Debby Helmkamp for a closed session employee evaluation, and in accordance with the Open Meetings Act, a motion was made by Donna Rotman and supported by Tahnee Mitchell that the Personnel Committee meet in closed session to discuss the periodic personnel evaluation of Debby Helmkamp. A roll call vote was taken (Yea: 3, Nay: 0). The motion was approved.
- Concluding the closed session, the regular personnel committee meeting resumed at 7:13 p.m. Roll call a second time: Donna Rotman, Tahnee Mitchell, and Sonja DeJong. Also present: Library Interim Director Debby Helmkamp.
- Discussion was held by members of the Personnel Committee to discuss what recommendations we would make to the Library Board following the employee evaluation. As the hiring of this employee stipulated a wage review, and work has been exemplary since hiring, and noting the library certification was completed in April, Sonja DeJong made a motion supported by Donna Rotman to (A) recommend a wage increase for Debby Helmkamp, retroactive to August 1, at a rate determined by the board. And (B), to recommend the board's consideration in changing the Interim Director position to Director for Debby Helmkamp. 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 7:16 p.m.