

PATMOS LIBRARY

PERSONNEL COMMITTEE MEETING MINUTES

October 13, 2025

5:15 p.m.

1. CALL TO ORDER

- Roll call: Donna Rotman, Tahnee Mitchell, and Sonja DeJong. Also present: Library Interim Director Debby Helmkamp and Assistant Librarian Heather Blake.
- 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 September 11, 2025, made by Donna Rotman and supported by Tahnee Mitchell. The motion passed.

3. PUBLIC COMMENTS

- None.

4. NEW BUSINESS

- Candidate A was interviewed for the open position of Youth Services Librarian.
- Following 45 minutes of interview questions, the Personnel Committee discussed the qualifications of the candidate with the library staff present.
- Concluding, Sonja DeJong made a motion that the Personnel Committee recommend the Library Board extend an offer to candidate A for the position of Youth Services Librarian with a start date of January 3 or sooner pending the current position of the candidate, while also pending background check and references, with training requested at 4-5 hours weekly until her prior responsibilities are complete.

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 6:11 p.m.