



Item 3a

**Morris Area Public Library
Board of Trustees Minutes
Special Personnel Committee Meeting
Monday, February 25, 2019
12 p.m.**

Call to Order & Roll Call for the Board of Trustees Meeting

Carol Anderson, committee chair, called the meeting to order at 12 p.m. Trustees present were: Anderson, Caroline Cummings, and Barb Boma. Also present: Director Roberta Richter, Business Manager, Vicki Harvey, and visitor, Angelique Minett

Public Comment: None

Discussion topics:

- a. **Staff Development:** The Director will be proposing an increase in the current amount of fund available for staff development. All Department Heads are signed up or signing up for networking groups. The staff will take advantage of free training opportunities, but the current funding in this budget is low for the amount of training the Director would like to provide to staff.
- b. **Staff Appreciation:** The Library does not currently have a budget for this and the Director would like to create one. She will work with the Treasurer to come up with a reasonable amount of funding.
- c. **Staff Evaluations:** Due to the newly hired Director and management team, it was recommended to present a self-evaluation tool to the staff. Managers would review the evaluations, provide a narrative, and work with the Director to come up with increases. Anderson will share an example.
- d. **Minimum Wage Impact:** There was discussion about current staffing and future needs of the Library in regards to building and maintenance, health insurance, and budgeting.

Adjournment: Boma moved to adjourn the meeting at 12:32 p.m. and Cummings seconded the motion. All in favor. Motion passed.

Carol Anderson, Committee Chair