

## APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: March 1, 2022

Time: 5:00 p.m.

### Call to Order

Josh Short called the meeting to order at 5:01 p.m.

### Roll Call

Members present: Chastity Mays, Josh Short

Members absent: Tiffany Droege, Kris Lundquist

Others present: Jill Trevino

### Public Comment

None

### Approval of Minutes

Josh Short motioned to approve the February 8, 2022, meeting minutes. Chastity Mays seconded. Motion carried.

### Unfinished Business

None

### New Business

#### **COVID-19 update on how the relaxed rules were received by employees**

Jill Trevino shared a COVID-19 update with committee. The new changes have been well received by staff and as always if we see cases increasing or new directive from the state, we reserve the right to go back to implementing increased safety measures.

#### **Open Discussion on what topics/areas you would like see Human Resources focus on for the remainder of FY2022 and into FY2023**

Jill Trevino discussed remaining FY2022 goals to include developing operational manuals for supervisors for hiring and disciplinary actions. The committee agreed that there was a need to ensure consistency especially in the disciplinary process.

Jill Trevino presented FY2023 goals which include:

- developing both an improved 90-day and annual performance appraisal system that works for our organization. We need to be able to tie in our vision, mission, and goals for each position to be able to reward top talent. Our focus is supporting member libraries and that focus should be shown within our performance system.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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- a new vacation policy that works for all instead of having different policies for professional and support staff. Possibly consider part time vacation accruals and elimination of the sick bank policy.

The committee discussed the need to focus on offering benefits to both full and part time employees; modeling our benefits with local governmental agencies; and promoting our benefits plan for recruiting new employees.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Josh Short motioned to adjourn. Chastity Mays seconded. Meeting adjourned 5:44 p.m.