

PERSONNEL COMMITTEE MEETING MINUTES

Date: June 6, 2022

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:08 p.m.

Roll Call

Members present: Tiffany Droege, Josh Short, Kelley Sullivan

Members absent: Chastity Mays, Kris Lundquist

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

Tiffany Droege motioned to approve the March 1, 2022, meeting minutes. Kelley Sullivan seconded. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Survey Presentation and results of Top Workplaces Survey

The HR Director shared the presentation and results of the survey with the committee.

Project Coordinator Job Description

The HR Director reviewed the draft of the Project Coordinator job description.

Tiffany Droege motioned to approve the job description and motioned to send it to the Executive Committee. Kelley Sullivan seconded. Motion carried unanimously by roll call vote.

Informational update on staff evaluation planning for FY2023

The HR Director presented FY2023 plan to revise our annual performance appraisal system. Committee discussed the need to tie in our vision, mission, and operational goals for each position. Our focus is supporting member libraries and that focus should be shown within our performance system. Employees need to understand how their role contributes to the success of the organization. A committee has been formed to accomplish this goal, and we are looking into the TeamFlect performance management application to integrate with Microsoft Teams.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Kelley Sullivan seconded. Motion carried unanimously by roll call vote. Meeting adjourned 5:34 p.m.