

Arrowhead Library System
Personnel Committee Meeting
May 14, 2012 4:30 p.m.

Minutes

Chair, Rich Bostwick called the meeting to order at 4:30 p.m.

Present: Bill Wilson, Eloise Eager, Jose Carrillo, Kristi Howe, Bryan McCormick, Rock County HR Director Dave O'Connell, Alyx Brandenburg, Rock County HR Manager, and Martha Aasen, ALS Office Manager

Approval of Agenda: Motion made by Eloise Eager, seconded by Bill Wilson, accepted as printed.

Approval of minutes of May 11, 2011 meeting: Motion by Jose Carrillo, seconded by Bill Wilson, accepted as printed.

New Business: Rich Bostwick turned the meeting over to Dave O'Connell, Rock County HR Director. Rock County HR is willing to help ALS in whatever capacity is needed. Dave suggested a 3 – 6 month timeline for the hiring of a new ALS Director. Suggested advertisement time was one month with the search being regional. ALS would use the Monday memo, WIPUBLIB and any other similar venues for advertisement.

It was the consensus of the committee that the job description update was the first priority. Rock County has computer software that can be used to update the current Director Job description. A rough draft of an updated job description with scoring matrix should be ready for Personnel Committee members by the next committee meeting. Martha will try to obtain additional Director Job descriptions from other library systems throughout the state so that committee members can see how other systems describe the Director job duties.

The evaluation forms were tabled until a current job description is ready.

Date of the next meeting: Wednesday, May 30, 2012 @ the ALS office, meeting time 4:30 p.m.

Adjournment: Motion by Bill Wilson, seconded by Jose Carrillo, adjourned at 5:20 p.m.

Respectfully submitted
Martha Aasen, recording secretary