

**LIBRARY TRUSTEE PERSONNEL COMMITTEE
WORK SESSION
THURSDAY, APRIL 16TH, 2025 11:00 AM
MEETING MINUTES**

A. Call to Order

Trustee Ingram called the meeting to order at 11:03 am.

Members Present: Dave Ingram, Jane Wheeler, (Staff) Teri Dugan, and Rhonda Hawkins

Public Members Present: Mellissa Wood

B. Public Comments- Mellissa Wood

C. Head Librarian Job Description Draft Review –

- Trustees reviewed and discussed the Head Librarian Job description.

D. New Position for Sidebar Consideration-

- Sidebar discussion took place for a new Circulation Supervisor position to start in January of 2027 with a possible Pay Grade of 24.

E. Director Succession Planning –

- The Succession Plan was reviewed and will be further reviewed at the Personnel Committee's workshop in May.

F. Library Emergency Succession Planning Discussion-

- Trustees reviewed the Emergency Succession Plan with position titles and names in the plan for the Library Director's position.

G. Library Education for staff.

- Discussion took place of ways to add some professional educational funding for staff that would like to pursue a Master's program in Library Science.

H. Adjourn Meeting adjourned at 11:47 am.

**** Next Personnel Committee meeting will be on 5/14th at 11 am.**