



Minutes for - Personnel Committee Meeting
Tuesday, January 31, 2017-6:30 PM
Adult Reading Room Conference Table

1. **Call to order** - 6:35 pm
2. **Roll Call** - John Mitchell (director), Laurie Lenzini, Lucy Hospodarsky
3. **Public Comment** - none
4. **Review current staffing needs**
 - *Amanda last day is February 19th.
 - *Posting for 2 circulation desk clerks - no MLS necessary and 1 children's librarian with a MLS.
 - *Posting at Family Network, City website, on library door, HP news classified, as well as all the library regular resources (RAILS, etc.)
 - *discussed staffing needs related to hours and budget.
5. **Discuss upcoming review cycle for director and staff**
 - *Director is scheduling reviews the week of 2/27/17 - 3/1/17
 - *Board is preparing for review of director in March
6. **Adjournment** - 8:20 pm

Board of Trustees

Lucy Hospodarsky, President • Laurie Lenzini, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Maribeth Kuebler, Bertha Chavez

John Mitchell, Director director@highwoodlibrary.org