

Meeting Notes for the Elk Rapids District Library

Personnel Committee meeting 9:30am 4/11/22

Held at the Elk Rapids Governmental Center Conference Room

Attending: Julia Pollister Amos Chair, Liz Atkinson, Tom Stephenson and Aaron Hill

1.Call to Order: at 9:30am

2.Approval of the Agenda: - Add discuss potential bonus for the retiring director as item # 5

3.Public Comment: - there was none (no one in attendance)

4.Discuss job as Interim Director with Aaron Hill and develop recommendation for the board.

The potential job and duties were discussed with Aaron Hill and the personnel committee agreed to his requested \$27.50/hour. He will continue to be part time and work for an average of 35 hours per week. He also requested a guarantee that if he was still serving in this capacity at 6 months that his hourly wage would be reevaluated, and the committee agreed to make that recommendation to the board as well. Aaron will approve bills that to be paid and will make sure they are paid on time. He can also do payroll if needed. He will not hire anyone without confirming with the board first. (The job description for the Interim Director is being created and be somewhat different than the Director job description)

We discussed the opportunity to update the stand operating procedures for all the jobs/tasks that employees do. The PC recommended that it would be informative for the board members who are interested to read these. Cross training was also discussed but Aaron felt this was currently in good shape. A specific job description will be created for the IT job.

Feedback from all conversations with Aaron and the staff have been very positive.

Aaron left the meeting after these discussions.

5. Discuss the idea of giving the retiring director a bonus.

It was suggested that the board give the retiring Director, Nannette Miller, a \$1,000.00 bonus and the committee agreed that was a good recommendation to make to the board. Julia and/or Tom will follow up with Clare Membelia to confirm that we can legally do that.

6. Adjourn - adjourned at 10:48am

Julia Pollister Amos