

SMITHTON PUBLIC LIBRARY DISTRICT
Personnel Committee Meeting
April 16, 2020
(held virtually on Zoom)

1. Call to Order

The meeting was called to order by President, Ron Mense, at 6:32 p.m. with the following Personnel Committee members present: Brett Clasquin, and Ron Mense. Personnel Committee member Ann Hart was absent. Director Jenna Dauer was also present.

2.1 Personnel Pay for FY2021 Budget (July 1, 2020 to June 30, 2021) / DISCUSSION & APPROVAL

The Personnel Committee decided on a raise for all hourly employees, effective July 1, 2020, the start of FY2021.

A roll call vote was taken on Item 2.1.

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|----------------|--------|
| Brett Clasquin | yes |
| Ann Hart | absent |
| Ron Mense | yes |

2.2 Director's Salary / DISCUSSION & APPROVAL

The Personnel Committee decided on a 2.5% pay increase of the Director's salary for FY2021.

A roll call vote was taken on Item 2.2.

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|----------------|--------|
| Brett Clasquin | yes |
| Ann Hart | absent |
| Ron Mense | yes |

2.3 Employee Handbook Review: Personnel Job Descriptions & Pay Scale / DISCUSSION & APPROVAL

The current Employee Handbook Personnel Job Descriptions & Pay Scale were reviewed. The following changes were approved:

Circulation Clerk pay scale is Minimum wage - \$15.00 per hour.

Periodicals/Overdues Clerk pay scale is \$10.00 - \$20.00 per hour.

Bookkeeper pay scale is \$13.00 - \$25.00 per hour.

2.4 Employee Handbook Review: 3.4.1 Holiday Policy Change / DISCUSSION & APPROVAL

The following change was approved.

"The library will be closed, no open meetings conducted, and both full-time and part-time employees who are regularly scheduled to work that day of the week will receive compensation. Part-time employees will earn sick pay."

3. Adjournment

Motion to adjourn was made by Brett Clasquin and seconded by Ron Mense.

All were in favor and the meeting was adjourned at 6:52 pm.

Respectfully submitted,

Jenna Dauer, Recording Secretary
Director, Smithton Public Library District