



LIBRARY PERSONNEL AND POLICY COMMITTEE MINUTES

AUG 30, 2024 AT 11:00 AM

100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM

CALL TO ORDER / ROLL CALL

The meeting was called to order at 11:02 by Merfeld. Members in attendance were Andi Merfeld, Tom Kohls, Erin O'Neill. Also in attendance was Library Director, Peg Checkai.

1. UNFINISHED BUSINESS

- a. Review and Discuss: Strategic Planning Process with WILS
 - i. Merfeld gave update on meeting with WiLS regarding Strategic Plan and Succession Planning.
 - ii. Committee reviewed options and timing for both plans, with consideration for capacity of Board and Director to do both concurrently
 1. Will bring to September Board meeting for further discussion and possible action.
 - iii. Checkai will continue to work on succession planning, including calendar of "to-dos", key contacts, "who", "where" and "when".

2. PLACEHOLDER FUTURE TOPICS

- a. Review and discuss: Trustee onboarding and offboarding process
- b. Review and discuss: Hiring process for Library Director
- c. NEW: Review and discuss: Onboarding of Library Director

3. ADJOURNMENT

Motion to adjourn made by O'Neill at 11:40am. Kohls seconded. Motion approved.

These minutes are uncorrected and will remain as such until approved at the next Library Board meeting.

Respectfully submitted,

Andi Merfeld

{Peg will document to dos calendar where who when

Discuss with board capacity to do strategic planning now or after

Interim director or not out of compliance at end of next year - Peg will discuss