



**Hudson Area Joint Library
Policy and Personnel Committee
Meeting Minutes
September 6, 2022 – 4:30 PM**

1. Call to order at 4:30 p.m. by Peterson. Roll call, certification of compliance with opening meeting laws and public record laws, and introduction of visitors and guests.

Board members present: Peterson, Osterhues

Visitors: None

Staff: Shelley Tougas, Madeline Page

2. ACTION ITEM: Approve agenda

Motion by Osterhues to approve agenda

Second by Peterson

Discussion: None

Vote Taken: MOTION CARRIED – 2 Ayes / 0 Nays

3. ACTION ITEM: Disposition of the prior committee meeting minutes

Motion by Peterson to approve minutes

Second by Osterhues

Discussion: None

Vote Taken: MOTION CARRIED – 2 Ayes / 0 Nays

4. DISCUSSION/POTENTIAL ACTION ITEM: Director evaluation process/materials

PPC discussed the draft evaluation and added a section for additional comments. For the process, it was agreed that Tougas will distribute her completed self-evaluation to the Board members with their blank evaluation.

Confidentiality was stressed; Board members will be asked to return both documents to Peterson at the October Board meeting or return the sealed envelope to Madeline to give to Peterson.

October's Board meeting will include a closed session for Board members to discuss the review with Barb, and Shelley will present her goals for 2023. In November - Tougas and Peterson will discuss results and goals.

Motion by Osterhues to approve this evaluation form with the section added for additional comments.

Second by Peterson

Vote Taken: MOTION CARRIED – 2 Ayes / 0 Nays

5. DISCUSSION/POTENTIAL ACTION ITEM: PPC charter

The charter was edited to align the language with the Finance Committee Charter.

Motion by Peterson to recommend the Charter to the Board for approval.

Second by Osterhues

Vote Taken: MOTION CARRIED – 2 Ayes / 0 Nays

6. **DISCUSSION/POTENTIAL ACTION ITEM:** Review Collection Development policy
Initial edits were made. Decision to add this policy to the next agenda for further work.
No action taken.

7. **DISCUSSION:** History Room
The progress made on the History Room was discussed. There are two new volunteers who have been working with staff to organize and catalog the material. Very pleased with the progress.
No action taken.

8. **Future agenda items**
Collection Development policy review, Programming policy review

9. **ADOURN**
Motion by Peterson to adjourn at 5:35 p.m.
Second by Osterhues
Discussion: None
Vote Taken: MOTION CARRIED – 2 Ayes / 0 Nays

Respectfully submitted,
Madeline Page