



**Hudson Area Joint Library
Policy and Personnel Committee
Meeting Minutes
January 6, 2022 – 5:00 PM**

1. Call to order at 5:00 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, Blank

Visitors: None

Staff: Shelley Tougas, Madeline Page

2. ACTION ITEM: Approve agenda

Motion by Blank to approve agenda

Second by Osterhues

Discussion: None

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

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

Motion by Peterson to approve minutes

Second by Blank

Discussion: None

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

4. DISCUSSION AND POTENTIAL ACTION ITEM: Personnel Handbook

PPC reviewed the laws governing joint libraries, the WI League's November 2021 Guidelines for Crafting Employee Handbooks, and the suggested edits. Would like to discuss some of the components that need further research with John Thompson and possibly review Eau Claire Library's employee handbook, if possible, for comparison.

No action taken.

5. DISCUSSION AND POTENTIAL ACTION ITEM: Gift Policies

The Foundation appointed a workgroup of Barb Peterson, Wendy Paulson and Susie Gilbert to start reviewing and aligning the gift policies. Tougas will participate as well. The group will look at identifying needs and then draft language for the suggested changes. Gratitude was expressed to this group for tackling the initial legwork.

No action taken.

6. DISCUSSION AND POTENTIAL ACTION ITEM: History Room

Page will reach out to the Historical Society to schedule a meeting for an initial discussion.

No action taken.

7. DISCUSSION AND POTENTIAL ACTION ITEM: Director evaluation

No discussion. No action taken.

8. ADJOURN

Motion by Osterhues to adjourn at 6:32 p.m.

Second by Peterson

Discussion: None

Vote Taken: MOTION CARRIED – 3 Ayes / 0 Nays

Respectfully submitted,

Madeline Page