

Personnel Committee Meeting
Licking County Library Board of Trustees
Wednesday, February 5, 2020 at 4:00 p.m.
2nd Floor Conference Room/Main Library

1. Call to Order – Barry Riley
2. Roll Call and Introductions – Barry Riley
3. Adoption of Agenda – Barry Riley (*Action required*)
4. Salary Chart Adjustment - Babette Wofler/Tracey Wolfle/Sandra Lodge (*Action Requested*)
5. Policy Deletion: 1.182 Email Advice – Tracey Wolfle (*Action Requested*)
6. New Policies: Tracey Wolfle (*Action Requested*)
 - a. 1.165 Workplace Civility
 - b. 3.104 Personal Leave
7. Policy Revisions: Babette Wofler/Tracey Wolfle (*Action Requested*)
 - a. 1.100 Staff Responsibilities & Employment Practices
 - b. 1.181 Email Policy
 - c. 1.330 Performance Reviews
 - d. 1.500 Disciplinary Procedure
 - e. 1.505, 1.510, 1.520 Written Level Warnings
 - f. 3.101 Holiday Leave
 - g. Glossary of Terms
8. Old Business – Barry Riley
9. New Business – Barry Riley
10. Adjournment – Barry Riley

Next Scheduled Meeting:

Finance Committee: Wednesday, February 19, 2020 @ 4:00 PM

Regular Bi-Monthly Business Meeting: Wednesday, March 18, 2020 @ 4:00 PM