



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Personnel Committee Meeting  
Wednesday, November 1, 2017, 9:30 a.m.  
Smith Meeting Room, Lake Geneva Public Library

### Call to order

Halverson called the meeting to order at 9:35 a.m.

### Roll Call

**Members present:** Brookes, Halverson, Lafrenz, Oppenlander

**Members Excused:** Dinan, Gelzer

**Also Present:** Library Director Kornak

### Discussion

Members discussed the role of the committee in updating job descriptions and participating in performance reviews.

- Director will update job descriptions as needed.
- Director and Department Heads will perform two-level performance reviews.
- Two-level performance reviews of Department Heads will be performed by Director and a member of Personnel Committee.
- Personnel Committee serves as mediator in case of personnel disputes.

Lafrenz/Oppenlander motion to approve the Library Addendum to the City Handbook. Motion carried unanimously. The Addendum will be presented to the Board of Trustees.

Director Kornak will prepare a report for the Board of Trustees recommending changes in pay grades for two positions.

### Adjournment

Oppenlander/Lafrenz motion to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Chris Brookes  
Secretary