

Whiting Library Personnel Committee Meeting

October 18, 2021, 4 PM

Whiting Library Community Room and via Zoom

Zoom Link:

<https://us02web.zoom.us/j/87111897065?pwd=OEtCVzJJYXNNc29UVXR3K0hzZ0E1QT09>

Agenda

Call to Order

Additions to Agenda

Continued discussion of coverage for staff vacations and unforeseen absences

- Review of Director & Youth Services Librarian Job Descriptions (**See Attachments A & B**)
- Developing a list of qualified substitute staff.
- Vermont Library Substitute Pool <https://www.vermontlibraries.org/vlsp>
- Training of substitute staff
- Trustees willing to cover
- Per diem librarians
- Update/clarification of Personnel Policy

Initial discussion of preliminary budget and library staff compensation

- Salaries
- Health insurance stipends

Staff Evaluations

- Dates
- Process/Format

Public Comment

Adjourn