

**Chesterfield Public Library
Board of Trustees Special Meeting
December 13, 2021**

SPECIAL MEETING MINUTES

Attending: Director Kathleen Packard, Cathy Harvey, Scott Riddlemoser, Bill McCarty (ALT), Jill Dumont, Linda Skrzyniarz, Chair Bruce Potter, Carole Wheeler

Absent: Ron Scherman

Public Attendees: Claudette Russell

1. Call to Order – Vice-Chair Harvey at 5:00 PM
2. Public Comment - none
3. Discussion of Revised Personnel Policy –Trustees worked through pages 5-8 of the suggested revision, section by section. Much discussion centered around whether the Personnel Policy should be part of an employee manual or a separate policy on its own. No decision was made. Trustees also discussed whether it was necessary to post the Personnel Policy to the Library website. No decision was made.
4. Public Comment - none
5. Summary of Revisions to Policy
 - a. Update Library hours
 - b. Deletion of third paragraph in the Purpose of the Policy
 - c. Adding the words “or disband” to section 2.e Other, page7
6. Next Special Meeting to continue the review is scheduled for January 10,2022 at 5:00 PM
7. A Motion was made to Adjourn by Wheeler, seconded by Skrzyniarz. The meeting adjourned at 6:47 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary