

**Minutes of the
Meeting of the Chippewa Falls Public Library Board of Trustees
Special Meeting
December 4, 2019**

1. Call to Order

Meeting was called to order by President Jan Drehmel at 5:00 p.m.

2. Roll Call of Members

Members Present: Ambelang, Drehmel, Hiess, Jones, King, Newton, Russell
Others Present: Director Joe Niese, Confidential Admin Assistant Deb Braden

3. Approval of Agenda

Motion by Russell seconded by King to approve the agenda. All present Voting Aye. Motion carried.

4. Closed Session under WI Statues 9.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility "to

a) Personnel

Motion made by King, seconded by Russell to go into Closed Session under WI Statues 9.85(1) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility "to personnel with only Director and Board of Trustees present. Roll Call Vote taken. Aye, Ambelang, Drehmel, Hiess. Jones, King, Newton, Russell. All present Voting Aye. Motion carried. When to closed session at 5:02 pm.

Motion made by Ambelang, seconded by King to return to open session at 5:18pm.

5. Current Business

a) Scheduling

Director Niese presented the proposed scheduling plan to the Board. After discussing the plan the Board directed Director Niese to check on some alternates to the schedule and represent it at the regular December meeting.

b) Job Descriptions

The Board reviewed the job descriptions. They would like people to share the work load to bring out the many strengths and talents that each employee has. The Board would like each individual to set goals and discuss them at their performance evaluation to be held more than once a year.

The final job descriptions will be addressed at the next regular Board meeting.

6. Adjournment

Motion made to adjourn by Russell seconded by King. All present Voting Aye. Motion carried.
Meeting adjourned at 5:48 p.m.

Respectfully Submitted,
Deb Braden, Confidential Administrative Assistant