

MEDINA COUNTY DISTRICT LIBRARY Personnel Committee Meeting Minutes

The Personnel Committee of the Medina County District Library Board of Trustees met on Friday, July 23, 2021, at Medina Library.

Committee Chair Kyle White called the meeting to order at 3:30 p.m. Roll call was taken with the following committee members noted as present: Kyle White, Mary Schultz and Brian Harr. Ms. Schultz acted as recording secretary. Staff attending: Interim Fiscal Officer Kelly Conner.

A motion was made by Mr. Harr and seconded by Ms. Schultz to approve the agenda. The motion was approved unanimously.

The Committee held a discussion with the Interim Fiscal officer on Business Office staffing, workload list of upcoming FO projects, training new employees and sources of assistance. Ms. Conner noted that the new Accounts Payable-Purchasing Coordinator will start in early August and the Payroll Coordinator is working extra hours to help out.

Ms. Conner exited the meeting at 4:30 p.m.

Ms. White stated that she would contact the full Board to request a special meeting on Thursday, July 29, with executive session to discuss the employment of a public employee followed by possible action.

A motion was made by Mr. Harr to adjourn the meeting at 4:48 p.m. The motion was seconded by Ms. White and approved unanimously.