

Hall County Library System
Personnel Committee
Minutes – April 19, 2017
Headquarters

Present: Kathy Gailey, Chairman
Leslie Jarchow
Cathryn Smith

Others:

Lisa MacKinney, Library Director
Lydia Hahne, Business Manager

Chairman Kathy Gailey called the meeting to order at 4:20pm with a quorum present.

Lisa MacKinney presented proposed revised job descriptions to the Committee to consider. Lisa MacKinney stated she had consolidated several job descriptions and eliminated the job descriptions that were no longer needed or were not being used. She also stated that she changed the education level and experience requirements for many of the job descriptions.

Chairman Gailey suggested to the Committee that they agree to eliminate the job descriptions that were no longer needed or were not being use. The Committee unanimously agreed.

The Committee reviewed the remaining job descriptions and made minor wording and grammar corrections. Cathryn Smith made a motion to approve the proposed job descriptions with the recommended changes. Leslie Jarchow seconded the motion. The motion was unanimously approved.

The Committee decided on a form to use to conduct Lisa MacKinney's annual performance review. Lisa MacKinney excused herself from the meeting while the Committee discussed her performance. After her review was completed by the Committee, Lisa MacKinney returned to the meeting, and the Committee shared the results of the review with her. The review was a positive review. The Committee will make a formal statement to the full Board at its next meeting that the performance review of Lisa MacKinney was a positive review.

With no further business to discuss, the meeting was adjourned at 5:30pm.

Respectfully Submitted,

Kathy Gailey, Chairman