

**CITY OF CEDARBURG
LIBRARY BOARD PERSONNEL COMMITTEE
APRIL 8, 2025**

**LIB20250408-1
UNAPPROVED**

A regular meeting of the Library Board Personnel Committee, City of Cedarburg, Wisconsin, was held Tuesday, April 8, 2025, 6:00 p.m. at the Library Director's Office located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by Vice President Joycelyn Russo at 6:20 p.m.

ROLL CALL: Present – Kassandra Bartelme, Joycelyn Russo, Michael Maher (arrived 6:40pm)

Also Present - Library Director Linda Eastwood

STATEMENT OF PUBLIC NOTICE

It was acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

NEW BUSINESS

Discussion and possible action on creation of Intern Position for 2025 calendar year

This intern position would be 10 hours/week and would be paid using funds available due to two employees using unpaid FMLA. The tasks include assisting the Assistant Director with technology (primary role), collection management, program assistance, and patron service. Qualified candidates would have a bachelor's degree plus some coursework in library/information science.

Motion made by Kassandra Bartelme, seconded by Joycelyn Russo, to approve the creation of an Adult Services Intern position. Motion carried without a negative vote.

Discussion and possible action on Library Director evaluation form

The proposed performance appraisal form was found in the Trustee Handbook. Linda will add a few more items to the list of duties and revise the rating scale. It will be discussed at another Personnel meeting just before the next Board of Trustees meeting in May.

No action was taken.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Kassandra Bartelme, to adjourn the meeting at 7:00 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary