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Library Board of Trustees
Personnel Committee Meeting
November 26, 2012

MINUTES

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Location:	Central Services, 5205 Northwest Drive, Bellingham, 384-3150 (Note: "Library" refers to the Whatcom County Library System-WCLS.)
Present:	Trustees: Fred Haslam, Jamie Amend, and Board Chair Deb Lambert Staff: Joan Airoldi, Director
Call to Order:	The Special meeting of the Personnel Committee was called to order by Ms. Lambert Board Chair, at 3:00 p.m.
Summary of discussion	Ms. Airoldi requested guidance on the 2013 Director's Goals document. She will send the committee a summary of the 2012 outcomes. The 2013 goals must reflect the 2013-2015 Strategic Framework. Ms. Airoldi will initiate a draft of 2013 goals and send to the committee for comment at the December Board meeting. The Committee discussed the new director's probationary period and also regular reviews during this period. They requested Ms. Read, HR Manager to help develop a schedule and reminders. Ms. Lambert stated that she had requested Ms. Airoldi to discuss the interim position with Management. The recommendation is to appoint Kyle Teeter, Administrative Services Manager and Regan Robinson, Public Services Manager as Interim Co-Directors. Following discussion, the committee will bring this recommendation to the Board for action at their November 27, 2012 meeting. Salary and details of sharing responsibilities will be worked out in the next month.
Announcements and Adjourn	Chair Lambert adjourned the meeting at 3:30 pm

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Jamie Amend, Personnel Committee Date