

LANSING COMMUNITY LIBRARY
VIRTUAL PERSONNEL COMMITTEE AGENDA
DATE: Nov. 9, 2021
7:00 pm

meet.google.com/gey-txad-etg

7:00-7:05 Additions to the agenda, approval of meeting minutes from Oct. 21, 2101

7:05-7:15 Old Business

Review LCL specific Job description for Library Assistant 1 from last meeting

7:15-7:55 New Business

1. Review patrol tracking of vacation, NYS sick time
2. Staff evaluations due
3. Review task lists for other job descriptions or begin another LCL specific job description using the same format: Library Director 1, Library Services Assistant, Library Clerk, or Senior Account Clerk Typist

7:55-8:00 Summary of committee tasks, executive session, if needed

Adjourn