

FAIRVIEW HEIGHTS PUBLIC LIBRARY

Personnel Committee Meeting

April 1, 2022

4:00 p.m.

- I. Meeting Called to Order by Karie Sheils, Personnel Chair at 4:01 p.m.
Present: Karie Sheils, Linda Spencer, Carolyn Clark,

II. Additions to Agenda

- NONE

III. Communication from the public NONE

IV. Review and discuss youth services assistant job description

The committee reviewed the youth services assistant job description that was presented by the Library Director, Jill Pifer. The focus was on creating a new title and expanded role for this position to encompass more than assisting with youth programs. The desire is to add in a strong marketing/communications angle as well as keep the focus on assisting with youth programs. In addition, this role would be responsible for adult programming content too. A review of the suggested edits was gone through with several recommendations for changes. It was decided that a second review was needed to go over these changes before presenting to the full board. The Personnel Committee will meet again on Wednesday, April 13th at 4.00pm. to review the revisions to the youth services assistant job description.

ADJOURNMENT 4:57 p.m. CONSENSUS

Jill Pifer, Library Director