

Interlaken Public Library
8390 North Main Street, P O Box 317
Interlaken, NY 14847

February 28, 2019

Interlaken Library Board of Trustees Personnel Committee Meeting

Present: Trustees-- Marty Schlabach, Laura Teeter and Josephine Swanson; Chelsea Hastings,
Director

Committee Chair J.Swanson called the meeting to order at 2:01 pm.

AGENDA ITEM-REVIEW OF FIRST DRAFT OF EMPLOYEE HANDBOOK

The committee received a first rough draft of an employee handbook prepared by the Director with J. Swanson prior to the meeting. Members worked through the draft page by page making some substantive changes and additions as well as editorial revisions. The committee identified items that they want to bring to the full board for deliberations including implementing a leave policy. The Director will refer some matters to FLC for input and to the library's attorney. Ms. Hastings will prepare a second draft for Board review and discussion during the Board's March 12 meeting.

Meeting was adjourned at 4:15 pm.

Submitted by Josephine Swanson