

**Neuschafer Community Library
Personnel & Policy Committee Meeting Minutes
April 29, 2025**

Bailey called the meeting to order at 2:11pm.

Present: Martha Bailey, Norma Hernandez, and Amanda D'Arcy

1. Review FTE requirements for library operation

- The committee verified 40 hours is considered the full time requirement for the director position.

2. Review and draft job descriptions for library positions

- The committee reviewed several library director job descriptions.
- Using the director job description that was generated in 2021, the committee modified and drafted a new description to present to the Board of Trustees at the May 5th meeting.
- No further job descriptions were reviewed - will be discussed at a future committee meeting.

The following agenda items were tabled

- Discuss FFP Grant Sustainability Plan regarding future staffing needs (Scheduled to be discussed at next NCLB meeting)
- Annual review of library bylaws and recommend changes if needed

The meeting adjourned at 2:59pm.