

City of Lake City
Personnel Committee
July 19, 2012
2nd Floor Conference Room
4:30 p.m.

Call to Order

Joel Beckman_____Matt Powers_____Mark Spence_____

1. Adopt/amend agenda

Motion _____seconded _____ to approve/amend the agenda.

2. Approve minutes of the May 31, 2012 meeting

Motion _____seconded _____ to approve/amend the minutes.

3. Update on employee handbook

4. Review Library Administrator position description update from Library Board & SELCO

5. Discuss Administrative Clerk vacancy

6. Update on the Express Personnel hire for the Accounting Bookkeeper

7. Miscellaneous discussion

Next meeting date: August _____ , 2012

Adjourn

Motion _____seconded _____ to adjourn at _____p.m.