

**City of Lake City
Personnel Committee**

October 20, 2011
2nd Floor Conference Room
4:30 p.m.

1. Call to Order

Joel Beckman _____ Matt Powers _____ Mark Spence _____

2. Adopt/amend agenda

Motion _____ seconded _____ to approve/amend the agenda.

3. Approve minutes from August 18th, 2011 meeting

Motion _____ seconded _____ to approve/amend the August 18, 2011 minutes.

4. Unfinished business:

- a) Update on employee manual

5. New business

- a) Discuss library Guidelines for Part-time Employee Time Off

6. Other business

Next meeting date: November _____, 4:30 p.m.

7. Adjourn

Motion _____ seconded _____ to adjourn at _____ p.m.