

**Village of Lena**  
**Personnel & Wage Minutes**  
**January 8, 2015 6:30 p.m.**

Draft-unapproved

Chairman Terry Hinds called the meeting to order at 6:30 p.m.

Roll Call: Terry Hinds, Judy Patenaude, Linda Hinds

Agenda – Judy P. made a motion to approve agenda as printed. Linda H. seconds motion. Motion carried.

Minutes – Motion to approve the minutes dated October 2, 2014 was made by Judy P. Linda H. seconds. Motion carried.

Communications – Terry H. reported a verbal communication from a Village resident regarding snow plowing. It will be referred to the public works.

Wage Survey for 2015 – Motion by Judy P. to have the Clerk/Treasurer get a survey of like communities regarding wages for full/part time employees – including librarian. Motion was second by Linda Hinds. Motion carried.

Bi-weekly Comp Time report Form – Motion by Judy P. to have monthly spreadsheet detailed report show how comp was earned will be done by the clerk's office. Holiday/Sunday time needs to be addressed in the employee handbook.

Timetable for updating Employee Handbook – Review handbook in the next few months. E-mail any changes/correction to Terry H. Hopefully present to the board for final approval in May/June.

Announcements/informational item only (no action to be taken) – Christmas Eve as possible holiday was a suggestion. This item will be addressed when working on the handbook.

Items for next agenda – employee handbook, survey, detailed comp report

Set next meeting date – February 12, 2015 at 6:30 p.m.

Adjournment – Motion made by Judy P. to adjourned. Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Charlene J. Meier