

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

FOR THE JANUARY 2, 2024, MEETING

9:00 A.M.

Conference Room #772 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

2. Consider approving the second and fourth Tuesday of the month be established as regular Management Committee meeting days for 2024 with the exceptions of:

January 9, which meeting will be held on January 2, 2024
A meeting will not be held on February 13, 2024
February 27, which meeting will be held on February 20, 2024
A meeting will not be held of November 26, 2024
December 10, which meeting will be held on December 3, 2024
December 24, which meeting will be held on December 17, 2024

3. Consider, for informational purposes, Employment Agreement with Sarah Hawkins, and appointing Sarah as the Library Assistant Director. **See attached** worksheet.

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*



ANOKA COUNTY MANAGEMENT COMMITTEE

January 2, 2024

LIBRARY

ACTION REQUESTED	Consider, for informational purposes, Employment Agreement with Sarah Hawkins, and appointing Sarah as the Assistant Director, Library, effective January 13, 2024.
BACKGROUND	The Assistant Director, Library position was added in the 2024 budget process on December 1, 2023. This position will manage all the centralized library systems including collection development, library procedures, technology advancement, policy management and training in order to maintain continuity, quality advancement and efficiencies. Sarah Hawkins has served as our Collection Development Manager at Anoka County since 2021. Sarah has a Master of Library Science and Information and has a career with libraries that has spanned over 20 years with multiple library systems and positions. In her current role, she is responsible evaluating and reviewing library policies, procedures, and services, and proposing, planning, and implementing initiatives and solutions for improvement; developing and monitoring appropriate goals, outcomes, measurements, and data analysis for library collections; and promoting library services through active participation, involvement, and leadership in the Anoka County and library community. Some of her previous experience includes outcome-based planning and evaluation, implementation of new data systems, leadership of multiple committees, and supervisory roles to various teams. Sarah is already an established leader on our leadership team and her promotion to this role is critical to creating a strong leadership base and increased opportunities for our library team.
SOLUTIONS	County Board approval of the employment agreement with Sarah Hawkins for the Assistant Director, Library, effective January 13, 2024.
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	Library Budget
CONCLUSION	The Library department asks that you consider, for informational purposes, the above-referenced employment agreement.