

**Personnel Committee Meeting Notes  
August 16, 2021**

**Committee Members:**

Julia Pollister Amos – Committee Chair – ER Twp.

Liz Atkinson – Milton Twp.

Chuck Schuler – Village of ER

Nannette Miller – Library Director and committee support

The meeting was called to order at 10:03 am. The purpose is to continue discussion of a new director evaluation form. Pollister Amos did not intend to get to the other items on the agenda. Goal is to compile the six questions everyone was supposed to bring.

First item of business was to set the next meeting date to discuss the Employee Handbook. Decided on Monday, September 20 at 10:30 am.

Miller came up with four areas to be covered: Progress on goals or strategic plan, library service, professional development, and communication with the board.

Schuler gave everyone a copy of a form he preferred from Frankenmuth Wickson District Library. Discussed.

Pollister Amos preferred Fife Lake and one just titled Director Evaluation.

After discussion, it was determined to use the Director Evaluation form with some changes. Pollister Amos will create a draft for distribution.

It was decided that the committee would meet quarterly to see how things are going.

Miller will submit a self-evaluation/goals report to the board in November. Board will then fill out the evaluation form, and it will be presented at the January board meeting.

Public comment by Trisha Perlman took place after the recording had been stopped, so are not complete. She expressed appreciation for being able to attend. She asked if there is a national code of ethics for library directors. Then she read four points in the Trustee Ethics Policy, numbers 3, 6, 8, and 11, and reminded the committee that the village is our landlord and the board is the tenant.

Meeting adjourned at 11:??.