

Personnel Committee Meeting Notes July 15, 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

1. Meeting called to order at 11:00 am by Chair Julia Pollister Amos. She said this is a work session discussing how to create a better director evaluation process.

2. First question: why do we want to change what we do now? Some board members didn't like the form because it had questions they had no direct knowledge of the answers.

Pollister Amos had provided some sample evaluation forms to committee members, and handed out more information from the American Library Association. She asked for thoughts on how people want to proceed. Miller asked what the board hoped to achieve with the annual evaluation? Pollister Amos said that is one of the things she is trying to get at, what is the end goal?

Atkinson pointed out that she has only had one opportunity to do an evaluation of the director and she said everything was excellent because she didn't know anything to the contrary. Some questions need to be removed from current form, and she feels strongly the staff should be asked to contribute as they are there every day. Pollister Amos said she agrees, but she has read that staff evaluations of the director don't do the board any good when the staff is happy. They do more good when they are unhappy and have issues they want to discuss with the board. Miller disagreed. An important part of her job is building a good staff, and the board needs to know if they are happy. That statement makes sense if you are only looking for negative things.

Miller pointed out that the current form follows her job description line for line.

Schuler had no comments at this time.

Pollister Amos talked about her experience with evaluations. She found self-evaluations to be the most helpful. Miller talked about the Goals Progress Report she is writing on an ongoing basis, which shows what she has done toward the 10 goals the board gave her in March. She also likes one of the self-evaluation forms gathered as a starting point for the evaluation process. The current process is not at all helpful to her. There should never be surprises on an annual evaluation, and it is now a platform for personal grievances about the director. She asked them to try to find a process that is actually helpful to her in doing her job.

Pollister Amos wanted to discuss how often the evaluation should be discussed? Quarterly, monthly, or just annually? Schuler wanted to see the Goal Progress Report

every two months. Pollister Amos said most of those things are in the monthly director's report. Schuler wants it to say what is being done on each goal specifically. He thinks the board meetings are a time to talk about these things instead of other things. Atkinson thinks it's more efficient for director to give her monthly report and members can ask questions, and Personnel Committee can report all is running smoothly unless there is an issue.

Miller asked what metric they are using to determine whether or not she's doing a good job? Atkinson: If she is meeting the goals and there is organizational growth. Miller clarified that statistics reported monthly, topics in the monthly report, meet that need.

Pollister Amos asked how often the committee should meet? Schuler: Monthly. Atkinson: Every six months. Pollister Amos: Quarterly, to review goals and if there are no issues, it will be short. Miller reminded them they occasionally have to deal with a complaint from a board member, or a member of the public. Committee is supposed to revise the Grievance Policy, but that's another issue.

Schuler wants to hear suggestions to the director and a report on the goals every month. He wants to see enthusiasm. He wants the whole board to see pictures. Suggestion to put pictures in the ER News. H wants the pictures shown at the board meetings.

Pollister Amos asked if they want to just edit the current form, or create a new one. Schuler: New form. Atkinson: Asked if the director currently does a self-evaluation? The answer is no, so she would like to see that done before the board does its evaluation. Everyone agreed that is a good idea. Miller said she would like to do such a self-evaluation and have the board respond to that.

Miller asked again what metric they are measuring.

Consensus to have director do self-evaluation before board evaluation, include staff evaluation of the director, and have a new form for board members.

Next meeting scheduled for Monday, August 16 at 10 am. Pollister Amos asked all committee members to bring 6 potential questions for the evaluation form.

Two appreciative comments from the public, and a question about the strategic plan. Pollister Amos clarified that the strategic plan is on hold.

Meeting adjourned at 11:50 am.