

Minutes
Mead Public Library
Human Resource Committee
January 12, 2022

A meeting of the Mead Public Library (MPL) Human Resource Committee was held on Wednesday, January 12, 2022 in the new 2nd floor conference room. The following Committee members were present: Kathie Norman, Committee Chair, Father William Bulson, and Maeve Quinn. The following committee members were virtual: Meg Albrinck. Staff present: Library Director, Garrett Erickson and Administrative Assistant Sydney Mehn. Staff members virtual: Debbie DeAmico.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 2:06 p.m., Norman determined that there was a quorum.

1.2 APPROVAL OF MINUTES – 10/26/2021 Bulson **moved** to approve the minutes from the October 26, 2021 Human Resource Committee. Quinn **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 PROCESS FOR LIBRARY DIRECTOR REVIEW The committee discussed the library director review process, noting that the process should be tied closer to the strategic plan and the goals described by the director the year prior. It was decided that a full evaluation of the director would be completed every 3 years, beginning in 2023. A full evaluation will consist of surveying the director's immediate reports, the Foundation president, and the Friends president. The committee will vary the survey of these participants depending on the audience. As part of this year's evaluation, Quinn and Norman will work to put director Erickson's goals into the framework of the strategic plan. They will also consider how to evaluate Erickson's continuing education, as well as other components such as Monarch hours, DEIB, and project completion (ex: city mapping and external book pickup). Erickson will gather the strategic planning committee to begin working on a 5-year strategic plan, and the HR committee will reconvene after the strategic planning committee has met and formulated a course of action.

2.2 PROFESSIONAL DEVELOPMENT Erickson discussed the idea of professional development reimbursement with the committee. The group discussed the possibility of creating a tuition reimbursement grant program for staff, which would have requirement criteria and a process to go through. Criteria could include a required number of years of service as well as a commitment to staying a number of years after awarded. Erickson and Mehn will look into tuition reimbursement criteria from other organizations. This item will be added to the full board agenda as well as to the Foundation agenda for approval to pursue the idea.

3. UPCOMING MEETINGS

3.1 NEXT MEETING DATE: TBD/After the Strategy Committee meeting.

4.. ADJOURN

4.1 MOTION TO ADJOURN Quinn **moved** to adjourn the meeting. Albrinck **seconded**.

The motion **passed**. Being no further business, the meeting adjourned at 3:10 p.m.

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