

LIBRARY PERSONNEL AND POLICY COMMITTEE MEETING AGENDA

THURSDAY, APRIL 18, 2024 AT 3:30 PM

100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER / ROLL CALL

Erin M. O'Neill called the meeting to order at 3:36 pm.

Roll call: Kohls, Merfeld, and O'Neill

Missing: Sarah Oudenhoven

Also in attendance: Library Director Checkai who arrived at 3:48 pm

2. NEW BUSINESS

- a. Review and discuss: Library Director's Evaluation and annual performance review process

Committee members agreed that the library director needs definitive goals that can be measured for future evaluations. If a rating scale is to be used in the future, it would need to be pared down, and may possibly include such ratings as: Exceeds Expectations, Meets Expectations, Below Expectations. The idea is to save the subjective measurements for the library staff in their separate library director evaluations. Also, "NO" (No Opinion) may be used on future evaluation forms for newer board members who are not comfortable participating in the evaluation process. A performance evaluation from another library uses "NO": "The employee's work performance in this area was not observed by the rater during this rating period." Peg agreed that she needs to update the library director's job description, which will then be used to assign goals based on such job description. Committee agreed to meet again on Thursday, May 9 at 2:00 pm in the 2nd Floor Conference Room.

3. ADJOURNMENT

O'Neill made the motion to adjourn at 4:10 pm; seconded by Merfeld.

Respectfully submitted by:

Erin M O'Neill

These minutes stand uncorrected until the next Library Board meeting