

Beloit Public Library Board of Trustees
10.16.19 Personnel Committee Meeting Minutes

Called to order at 2:30PM

Members Present: Maribeth Miller, Florence Haley, Betty Magnus

Members Absent: Amanda Isunza

Also Present: Jennifer Laatz at 3:15pm

The committee reviewed the suggested edits to last year's director evaluation survey and agreed to revise a few questions and add a new group of questions on diversity.

The evaluation survey remains largely the same as the one used last year with only minor changes. The group also discussed what information and instructions should be provided to the board along with the survey with consideration given to the inclusion of multiple new board members. It was agreed that the evaluation packet should include the director's job description recently updated and approved by the board, the library's strategic plan adopted by the board this year, goals that were set by the board for the director in previous year's evaluations and an introductory letter. The letter will ask board members to use the packet information to evaluate Nick's performance over the previous year as measured against the expectations outlined in the other packet documents. The letter would also ask new board members to draw on their own experiences with the library and the director prior to and since they joined the board to answer questions in areas where they had something to contribute and simply leave questions they didn't have enough information or experience to answer blank or write N/A. The objective is to pull together a comprehensive view from the multiple perspectives embodied in the board as a whole.

The committee also noted that the first few evaluations on record for Mr. Dimassis included goals set cooperatively by the director and the board for the year ahead but that had not been carried over to the new format used last year. We agreed to set goals with Nick again this year and to solicit suggestions on the evaluation survey.

When Jennifer Laatz joined the group, we moved on discussing the timeline and process for the evaluation. We agreed that the evaluation packet should be ready for distribution by Wednesday, October 23rd at the latest giving board members 3 weeks to complete them by Noon on Wednesday, November 13th. Jennifer Laatz would distribute those packets to board members and Maribeth Miller would collect them from her and compile them into an aggregate score with comments included. We planned to schedule a closed session during November's regular board meeting to discuss the compiled evaluations, highlights for the committee to review with Nick in his evaluation meeting, and goals the board would like to propose for the new year. This will give board members who weren't able to fully complete the evaluation survey the opportunity to participate in discussion and planning in areas they may not yet know much about. The committee will meet with Nick a week or two after the November 20th meeting to share the evaluation with him at a date and time to be determined after consultation with Nick

and agreeable to all four committee members. He will then have time to outline his plan for the coming year based on the evaluation and goals, which will be discussed in closed session at the December board meeting and voted on thus completing the evaluation process.

The committee did not feel there was any need to meet again before the November board meeting to preview the compiled evaluation, as it will be discussed by the full board before being presented to Nick.

Meeting adjourned at 3:40PM

Submitted by:
Maribeth Miller,
Library Board President