

Normal Public Library Board of Trustees
Policy/Personnel Committees meeting
5 p.m. Oct. 6, 2010

Location: Normal Public Library Board Room

Meeting called to order at 5:10 p.m.

Committee members present: Amy Christensen until 6:20 p.m., Susan Lash until 7:15 p.m., Pam Lewis, Jess Ray. Also present Joan Steinburg until 7 p.m., and Brian Chase.

Personnel Committee minutes:

New Business -- Committees reviewed library director evaluation process after hearing a presentation by Brian regarding director evaluations. He presented information from an Illinois Library Association conference he attended Sept. 30.

The committee voted to recommend to the board that we make updates to the library director evaluation process at the Oct. 27 meeting.

In order to improve the effectiveness of library director evaluation process, we need to align the goals of the director, library staff and board members by implementing the following steps:

- Establish board of trustee goals and establish a trustee self evaluation process.
- Schedule an annual work session for board members, library department heads and the director each June to establish or review a 3- to-5-year strategic plan for the library.
- Library director and staff will propose an action plan to implement library/board goals.
- Library board members will approve the action plan annually at their July meeting.
- The Personnel Committee will work with Brian to revamp the library director evaluation form and create a trustee evaluation form.

Policy Committee minutes

Committee members discussed potential additions and revisions to the Personnel Policy.

The meeting adjourned at 7:45 p.m.

Submitted by Pam Lewis