

**Rockingham Free Public Library  
Personnel Committee Meeting Minutes  
May 11, 2015, 5:30PM. RFPL Youth Department Program Room**

Committee members present: Carol Blackwood (Chair), Pat Fowler, John Bohannon, Karin Fischer  
Library personnel present: Celina Houlné (Library Director)  
Members of the public present: None

1. The meeting was called to order at 5:30PM by Blackwood.
2. There was no change to the agenda.
3. There was no public comment.
4. The minutes of the meeting of April 21<sup>st</sup> were approved.
5. The committee discussed the process for the annual evaluation of the Library Director. Blackwood presented a draft rubric for evaluating the Director and a model for the tabulation of results. The following decisions were made unanimously concerning the evaluation:
  - The input of the three categories of input – Board, staff, community – will be weighted 60%, 30%, and 10% respectively.
  - Each of the nine categories of evaluation will be equally weighted.
  - The numerical scale for individual evaluation topics will be 0 equals no input; 1 equals needs work; 2 equals approaching competence; 3 equals demonstrates competence; and 4 equals exceeds expectations.
  - There should be more room for written comments. Blackwood will consider this as she revises the form.
  - The Director will do a self evaluation using the same form as other respondents with added narrative comments as she feels appropriate.
  - The actual process for distributing, filling out, and retrieving the evaluation forms needs further discussion.
6. Review of tasks: Blackwood will revise the evaluation rubric based on input received at this meeting. Houlné will provide a timeline for completing the evaluation process.
7. The committee, with the Director, entered into executive session at 6:40PM to discuss the Library Director's contract and conduct the monthly performance review. The committee came out of executive session at 6:48PM.
8. There was no new business brought before the committee.
9. The next meeting is on June 9<sup>th</sup> at 5:00PM at the RFPL.
10. The meeting adjourned at 6:49PM.

Respectfully submitted by John Bohannon, Committee Secretary, May 11, 2015.