

Library Board Personnel Committee Minutes
May 11, 2016
2:00 PM

Location: Youth Program Room

Trustees in Attendance: John Bohannon, Gary Fox, Martha Rowley, Ellen Taetzsch and Celina Houlne

1. Call to order. *2:00 pm*
2. Additions to the agenda for routine administrative matters and/or pressing matters that will require ratification at a future meeting *N/A*
3. Public comment (3 minutes per person) *N/A*
4. Selection of chair and vice-chair/secretary *John Bohannon was unanimously voted as the chair of the committee and Ellen Taetzsch was unanimously voted as the vice-chair/secretary*
5. Discussion of the definition of the purpose of this committee *This committee to deal with the job description, evaluation, contracts and pay grade of the library director*
6. Review of previous year's Director's evaluation process
7. Establishment of recommendation of this year's Director's evaluation process *John Bohannon motioned that in May the personnel committee will ask the board to fill out a form to provide feedback on Director's performance. In June the personnel committee will meet with the Director and create a memorandum of record to discuss job performance thus far in the year. Motion was seconded by Gary Fox and unanimously approved.*
8. Discussion of process for reviewing Director's contract, grade level and compensation *Director will collect information about town grade levels, history, other town libraries. John Bohannon will discuss with old board members the function and usefulness of the contract*
9. Set Date for Next Meeting and review agenda items *The next meeting will be June 8th from 1:00-2:00pm*
10. Executive Session *N/A*
11. Review Tasks
12. Adjourn *2:56om*

Respectfully submitted
Ellen Taetzsch