

**Rockingham Free Public Library  
Board of Trustees Personnel Committee Meeting  
Tuesday, April 16, 2019**

**Present:** John Bohannon, Martha Rowley, Ellen Taetzsch, Kate Kane

**Also Present:** Céline Houlné, Director

**1. Call to Order :** 4:06 PM

**2. Additions to Agenda for routine administrative matters and/or pressing matters that will require ratification at a future meeting :** None

**3. Election of Committee Chair and Secretary :** Ellen made motion to nominate John as Chair, Ellen as Vice Chair, and Kate as Secretary. Martha seconded the motion. No additional nominations were put forward. The motion carried unanimously.

**3. Public Comment (3 minutes per person) :** None

**4. Approve Minutes of October 29, 2018 meeting :** John moved, Ellen seconded. Kate suggested adding "and no action was taken" to the Executive Session part of the minutes. Approved unanimously with noted change.

**5. Review Evaluation Process :** John reviewed the evaluation process as laid out in the RFPL Personnel Policy.

**6. Other Business :** None

**7. Executive Session – Director’s Semi-Annual Performance Review :**

John moved that premature general public knowledge of the details concerning a personnel matter involving a RFPL employee will clearly place the employee and the Board at a substantial disadvantage by disclosing the personal details of this topic. The motion was seconded and approved.

John moved that the committee enter into executive session to discuss a personnel matter where premature general public knowledge would clearly place the RFPL at a substantial disadvantage and that the Director be invited to attend. The motion was seconded and approved.

The committee entered executive session at 4:15 PM. The committee exited executive session at 4:55, and no action was taken.

**8. Review Action Items and Proposed Agenda Items for Next Meeting :** John will write a memorandum to be reviewed by the committee and then to be read in executive session at the next board meeting.

**9. Set Date for Next Meeting :** Tentatively October 22nd at 4:15 PM.

**10. Adjourn :** Ellen moved to adjourn. Martha seconded. Meeting adjourned at 4:59 PM.

Respectfully submitted,

Kate Kane, Secretary