

Human Resources Committee Meeting
January 21, 2021

Call to Order/Roll Call

Maria Rector called the meeting to order at 10:00 AM at the library with Dianne Allendorf and Jenna Diedrich also present.

Public Comments

Approval of Minutes

The motion was made and seconded to approve the minutes of the January 8, 2021 committee meeting. Motion carried.

Continued Work on Performance Evaluation for Library Director

In further discussion concerning adding another category to the evaluation for the Historical Room, the committee believes that it would be redundant as all items (e.g. policies, personnel, financial, etc.) are already covered under the main headings. The comments section would allow for items specific to the Historical Room. The Children's Room and upstairs area have not been separated so the committee's recommendation is to not add another heading for Historical. An item specific to the Historical Room will be suggested to be added as noted below.

The committee then looked at the Director's job description to be sure everything there was covered in the evaluation.

Under heading #2 – Policy and General Administration, the committee is recommending adding two items:

1. Oversees development of the library collection
2. Supervises and implements the preservation and development of the operation of the Alfred Mueller Historical Collections Room

A heading #8 – Building Operations will be added and will include:

1. Maintains safety for staff and patrons
2. Supervises building safety and implements necessary OSHA regulations
3. Maintains the Disaster Plan
4. Responds to library emergencies

Jenna will make the additions to the evaluation and send out to the trustees for possible approval at the February board meeting.

Items for Next Agenda

The committee will begin working on the Library Director's Orientation material for the next page. Jenna was asked to give the committee a list of things she would have liked to have had when she became director.

Adjournment

A motion was made and seconded to adjourn the meeting at 10:35 AM. Motion carried.

Respectfully submitted,
Dianne Allendorf
Recorder