

**Minutes of Human Resources Committee Meeting  
January 8, 2021**

**Call to Order/ Roll Call**

Maria Rector called the meeting to order at 10:00 AM via Zoom. Also present were Dianne Allendorf and Jenna Diedrich.

**Public Comments**

**Approval of December 18, 2020 Minutes**

A motion was made and seconded to approve the minutes. Motion carried.

**Development of Performance Evaluation for Library Director**

Jenna excused herself from the meeting at this time unless needed for questions.

The committee looked at 3 sample evaluations from other libraries. They chose the Algonquin Area Public Library evaluation as a starting point.

The overall rating scale uses the numbers 3 – Exceptional, 2 - Meets Expectations, 1 – Needs Improvement, and N/A – Unable to Evaluate.

**PART I: CORE JOB COMPETENCIES**

**1. *Library Board Relations***

The committee discussed when the director's evaluation should be completed – calendar year, fiscal year, or date of hire. Jenna will evaluate the staff in the spring of the year to aid in budgeting salary increases. The committee would recommend this time frame for the director's evaluation also. As the goal for this year's evaluation was February, this would only be a few months beyond that time frame and could get us on schedule.

An introductory paragraph will be added at the beginning of the evaluation stating "The Galena Public Library District will conduct a review of the Library Director at/in \_\_\_\_\_. This review will evaluate the Library Director's progress toward meeting assigned and created goals each year. The review form will change each year to reflect those goals" with the date to be added when the board decides on the date/time of the review.

The committee kept this section as is.

**2. *Policy and General Administration***

As the third item in this section, the committee added "Implements all policies appropriately" and as the last item "Maintains an awareness of local, state, and federal laws pertinent to library operations and shares pertinent information with the board and staff".

The library name in the last item was changed to “Galena Public Library District”.

**3. *Financial Administration***

The committee removed the third item as they weren’t sure how it applied. The item read “Keeps financial records as prescribed by law and generally accepted rules of accounting”. This item can be discussed by the board.

In its place the committee suggests “Maintains accurate and up-to-date records showing the status of the library finances”.

The committee suggests adding “Completes and submits accurate IPLAR (August) and Interlibrary Loan (October) reports on time” and “Explores and applies for other funding sources as appropriate”.

**4. *Community and Public Relations***

The committee added as the fifth item “Actively promotes and supports the maintenance of a Friends group”.

**5. *Personnel Administration and Staff Relations***

This section was left as it was.

The section that was #6 on the evaluation, Legislative and Legal was removed as the committee felt it was too wordy and/or did not apply as written. An item summarizing this section as added as the last item under #2, Policy and General Administration.

**6. *Strategic and Community Planning***

This section was left as it was.

**7. *Professional Growth and Goals***

This section was kept as it was.

PART II: Report on Goals from Previous Year, PART III: Report on Accomplishments, Achievements, or Changes from Previous Year, PART IV: Goals for Upcoming Year, PART V: Comments, and PART VI: Overall Performance Rating sections were all left as they were as were the signature sections.

The board will need to discuss if they would like a separate section for Historical as it is a unique part of our library and was not included specifically in the examples.

Jenna would like to complete the same evaluation for her so that we can see how they compare.

The committee suggests putting the numbers of the rating scale after each item.

The board will also need to discuss how the evaluation takes place. Is it done individually by board members and then discussed as a whole or does the board complete one evaluation together. The committee also feels the evaluation should be completed at a special meeting.

Jenna rejoined the meeting at this time.

The board will receive the working copy of the evaluation for the January meeting for discussion.

**Items for the Next Agenda**

The committee will meet again on January 21, 2021 at the library at 10:00 AM.

Revisions following the board meeting will be the topic.

**Adjournment**

A motion was made and seconded to adjourn the meeting at 11:00 AM.

Respectfully submitted,

Dianne Allendorf

Recorder