

MINUTES
Waukesha Public Library Board
Human Resources Committee Meeting
Thursday, July 12, 2018 4:00 P.M.
Library Board Room

DRAFT

Trustees Present: S. Ammerman, M. Baxter, K. Guilfooy, A. Riebel and M. Ryan
Trustees Absent: and R. Sura
Others Present: Library Director B. Gay and Special Projects Coordinator J. Quinlan

1. Call to Order

Committee Chair Riebel convened the meeting at 4:00 p.m.

2. Approval of Minutes for June 14, 2018

Trustee Ammerman moved to approve the minutes of June 14, 2018. Trustee Guilfooy seconded, motion carried unanimously.

3. New Business

a. Discussion/recommendation regarding Library Director evaluation process

Human Resources Committee Chair Riebel asked for comments/suggestions regarding the latest draft of the Library Director evaluation document.

Director Gay said that the evaluation form will be made available to the Library Board between January 2 and January 9, 2019. The Human Resources Committee could meet prior to the Library Board in a closed session meeting on January 10, 2019. The Committee would then present their recommendations to the Library Board during a formal review in closed session at the February 14, 2019 meeting. The Committee discussed if this was the best timeline for the annual review. Director Gay added that they could use Survey Monkey for an electronic version of the evaluation form. A paper copy would also be available. Trustee Baxter voiced her concern with privacy issues and using web-based Survey Monkey as opposed to the Library's own program. Director Gary said that he would look at the security terms for Survey Monkey. It would also be possible to use a Google Doc form utilizing a password. Director Gay asked about the Trustee signature requirement on the form. Trustee Ammerman said that she believed that in Survey Monkey you can request who filled out the form.

The Committee reviewed each section of the evaluation document. Trustee Guilfooy asked what documents the Committee would use to base their evaluation on. The Strategic Plan, the project plan for the foundation, meeting the Director goals and utilizing monthly reports were suggested. Trustee Ammerman asked if there would be staff input. Director Gay is open to staff feedback. Trustee Riebel cautioned that while staff feedback may be beneficial to the Director, they should be careful in using staff input in their evaluation process. If there are any major issues, staff can always speak with a Trustee. A summary of the evaluation will be provided to the City Administrator with the Board's comments.

The Committee looked at the instruction page and agreed to generalize the section on the timeline so that it can be used each year without any changes.

Trustee Baxter moved to forward the Committee's recommendation to approve the Library Director evaluation form as amended. Trustee Guilfooy seconded,

motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:28 p.m.

J. Quinlan – Recorder