



City of Waukesha

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Meeting Minutes - Final

Library Human Resources Committee

Thursday, April 12, 2018

4:15 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay and Special Projects Coordinator J. Quinlan

Committee Chair Riebel convened the meeting at 4:17 p.m. The Committee unanimously agreed that Amy Riebel would continue as Chairperson of the committee.

Present 5 - Riebel, Ryan, Sura, Ammerman, and Kevin Guilfooy

Absent 1 - Baxter

2. Approval of meeting Minutes

A. [ID#18-0520](#) Approval of the minutes for March 8, 2018

Trustee Ammerman moved to approve the minutes of March 8, 2018. Trustee Sura seconded, motion carried unanimously.

3. New Business

A. [ID#18-0521](#) Discussion/action regarding Library Director evaluation process

Library Director Gay reviewed the documents that were included in the packets. In looking over the Library Director job description, he suggested that the Committee consider adding other responsibilities such as fundraising, advocating library services in the community and the Resource Library's role within the Bridges Library System. Trustee Guilfoy said that several other job descriptions noted vision and leadership as an important responsibility of the Library Director. Trustee Sura agreed and said that those were key words used when the Library Board was searching for a new Library Director. (Trustee Ryan arrived at 4:21 p.m.) Director Gay noted that the Wisconsin Department of Public Instruction's Administrative Essential AE:2 The Director's Job Description was written with smaller libraries in mind, but does contain some good information such as advocating and promoting the library. However, managing collection development and Technical Services would be responsibilities better suited for the Director of a smaller library.

Director Gay asked the Committee if they thought it was necessary to include evaluation from the staff, if he should use the same form as a self-evaluation tool and whether feedback from the System Director should be a part of his evaluation process. Trustee Sura believed that the overlap was not necessary; she would like the control of the Director's evaluation to stay with the Library Board. The others on the Committee agreed and said that the Library Director receives ongoing feedback from the System. The American Library Association's Short Takes for Library Trustees document included areas to be assessed, which were spot on. Trustee Guilfoy said that tying the goals to the job description would be a good way to measure the Library Director's success. Director Gay discussed the three sample evaluation tools. He particularly liked the sample from the Pauline Haass Library in Sussex, with a ranking for each category and a section for comments. The sample from Rochester Hills Library had too many ranking options, but did offer general questions at the end. Manitowoc Library included a staff survey that had some good questions and Director Gay said that he would be open to staff feedback. This could be a useful tool for the Library Board.

The Committee then discussed Director Gay's 2018 goals. Director Gay explained that his first goal is to complete a strategic plan which is required to meet the Waukesha County Standards thereby exempting the Library from the County library tax. His second goal is to go out into the community and speak with at least four groups. Trustee Ryan questioned who these community groups are. Library Director Gay explained that some organizations approach the Library and ask that the Library Director come and speak with them. He said that he would speak about who the Library is and what the Library does for the community. This would also be his way of getting out into the community to meet people. Trustee Guilfoy suggested incorporating the word "outreach" into the second goal. Director Gay explained that his third goal is to completely understand how the library operates and to be able to explain the Library's policies, practices and procedures. Trustee Ammerman proposed taking out the word "completely" from the first sentence of goal three. Trustee Riebel said that the wording should be specific to Waukesha Public Library, perhaps saying "I will have developed an understanding of how Waukesha Public Library operates...". The Director's last goal is to write a project plan that will address the steps necessary to work towards forming a library foundation. (Trustees Deatrack and Kasproicz arrived at 4:35 and 4:40 p.m.)

The Committee provided Director Gay some guidance on his goals, directing him to reduce the number of community groups that he will speak with from four to three and to reword the second and thirds goal as discussed. The group also proposed that in addition

to the Director's suggested changes, that vision and leadership be included in the job description.

The Committee will review the job description and goals at their next meeting on May 17, 2018 at 4:00 p.m.

4. Adjournment

Trustee Sura moved to adjourn the meeting, Trustee Ammerman seconded; the meeting adjourned at 4:45 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.