



City of Waukesha

Meeting Minutes - Final

Library Human Resources Committee

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Thursday, May 17, 2018

4:00 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 4:00 p.m.

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

Absent 1 - Baxter

2. Approval of meeting Minutes

A. [ID#18-0697](#) Approval of the minutes for April 12, 2018

Trustee Ryan moved to approve the minutes of April 12, 2018. Trustee Ammerman seconded, motion carried unanimously.

3. New Business

A. [ID#18-0698](#) Discussion/recommendation regarding Library Director job description

Library Director Gay presented the updates that he made to the Library Director's job description as directed by the Human Resources Committee. The Committee reviewed the highlighted updates and Trustee Ammerman suggested that the bullet point regarding the Library Foundation and the Friends group should actually be two separate bulleted points as they are different entities. Discussion ensued on what language should be used to capture what those job responsibilities entailed. The Committee decided that they would strike the first clause of the sentence and replace it with "Seeks outside funding for capital needs and other special projects." The Committee then discussed how to word the Library Director's role with the Friends group. It was confirmed per the Friends' by-laws that the Library Director is an ex officio member of the Friends Board of Directors. A new bullet point will be added to reflect that. There were no other changes made to the job description.

Trustee Sura moved to recommend approval of the Library Director job description as amended. Trustee Guilfooy seconded, motion carried unanimously.

B. [ID#18-0699](#) Discussion/recommendation regarding Library Director's 2018 goals

Library Director Gay reported that he made two minor changes to his 2018 goals per the discussion from the last Human Resources Committee meeting. The number of groups that he will meet with was reduced from four to three. He met one of those today when he spoke to the Kiwanis Club. City Attorney Brian Running, who is a member of that group, told Director Gay that he was impressed that he came prepared for his presentation. A small change was made to the Director's third goal indicating that he would develop a full understanding of Waukesha Public Library operations.

Trustee Ryan moved to recommend approval of the Library Director's 2018 goals as presented. Trustee Guilfoxy seconded, motion carried unanimously.

C. [ID#18-0700](#) Discussion regarding Library Director evaluation process

Committee Chair Riebel said that the group should select one of the evaluation tool samples as a basis for building a format for the Library Board to use in evaluating the Library Director. She indicated that the evaluation form used by the Pauline Haas Public Library's Board of Trustees was the one that the Director Gay and the Committee liked the best. Director Gay said that he liked the Sussex form because it had a simple scoring system and there was a section for comments. As outlined in Trustee Essential #6: Evaluating the Library Director, the basis for the review should be related to the written job description. There should also be a place that ties the goals and objectives to be met with the job description. The Committee reviewed the evaluation form and discussed the purpose of the Performance Evaluation section and agreed with all of the bulleted points. As the Committee looked at the rating scale of 1-5, they asked how it compared with the City competencies. The City competencies only have two: meets expectations and exceeds expectations. It was determined that the top rating, Exceptional Performance (#5) should be eliminated.

Going back to the purpose of the evaluation section, Trustee Ryan said that she liked the language in the basis for the review from the Trustee Essential. Trustee Riebel countered that the purpose of the evaluation process is different from the basis on which the evaluation is done. The Committee then looked at the job description to see which category that each item would fall under in the evaluation form. These will be added to the evaluation form and the Committee will review those and make any necessary changes at their next meeting.

4. Adjournment

Trustee Sura moved to adjourn the meeting, Trustee Ammerman seconded, the meeting adjourned at 4:44 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.