



City of Waukesha

Meeting Minutes - Final

Library Human Resources Committee

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Thursday, June 14, 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 4 - Riebel, Ryan, Ammerman, and Kevin Guilfooy

Absent 2 - Sura, and Baxter

2. Approval of meeting Minutes

A. [ID#18-0912](#) Approval of the minutes for May 17, 2018

Trustee Ryan moved to approve the minutes of May 17, 2018. Trustee Ammerman seconded, motion carried unanimously.

3. New Business

A. [ID#18-0913](#) Discussion regarding Library Director evaluation process

Human Resources Committee Chair Riebel explained that the draft evaluation document merged the job responsibilities from the Library Director's job description with the language from the sample evaluation form. She pointed out that they should be looking for redundancies throughout and work on combining some of the bullet points. Director Gay took the liberty of crossing off several of the sample competencies that he thought were very similar to the job description responsibilities. The Committee reviewed each of the evaluation factors: Relationship with Library Board of Trustees; Community and Professional Relationships; Business and Finance; Employment, Supervision and Staff Development; Management Characteristics and the Library Director's goals for the year. Director Gay wondered if the overall performance rating section should be included. The Committee decided that the overall performance rating section wasn't necessary to the process of evaluating the Library Director and agreed to remove it from the document.

Director Gay mentioned that the City Administrator said that the City could set up Library Board access to the NeoGov system if they wanted to use that competency tool. The Committee decided that they would utilize the process that they are developing and then pass along their results to the City Administrator. Director Gay said that the evaluation form will most likely be made available to the Library Board in some sort of electronic format. He suggested releasing the evaluation in the first week of January with a formal review scheduled sometime in February.

The Committee went through and eliminated many of the competency points that they deemed redundant in relation to the current job description responsibilities. Discussion ensued on whether the yearly goals should have individual ratings or if they should be ranked as a whole. The group agreed that if the goals were tabulated individually, it would throw off the entire weighted score. Trustee Ammerman questioned if the goals should be considered separately, but Trustee Riebel pointed out that the goals do directly relate to the Library Director's review. She believed keeping the goals as one unit didn't unduly weight the evaluation. Trustee Ammerman added that the Library Director's SMART goals are reviewed annually.

The updates that were agreed upon will be made and the Committee will review those changes at their next meeting on July 12.

4. Adjournment

Absent any objections, 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.