



# City of Waukesha

## Meeting Minutes - Final

### Library Human Resources Committee

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Thursday, July 12, 2018

4:00 PM

Library Board Room

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#### 1. Call to Order

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

**Other Committee members present: Trustee Ammerman**

**Other Committee members absent: Trustee Sura**

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

**Present** 4 - Riebel, Ryan, Kevin Guilfooy, and Baxter

#### 2. Approval of meeting Minutes

[ID#18-1020](#) Approval of the 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

[ID#18-1021](#) 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 Gay 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 Guilfoxy 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 Guilfoxy seconded, motion carried unanimously.**

#### 4. Adjournment

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