



Personnel Committee Meeting  
Sandwich Public Library District  
Wednesday, January 25<sup>th</sup>, 2023 at 3:00pm

## AGENDA

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- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Minutes Approval [action]
  - a. Personnel Committee Minutes – November 22<sup>nd</sup>, 2022
- V. Review & Revision of Director Review Template
- VI. Adjournment

*All Items on the agenda are potential action items.*

## **Minutes of the Personnel Committee Meeting**

Sandwich Public Library District  
925 S. Main Street – Sandwich, IL 60548  
Tuesday, November 22, 2022 @ 11:00 AM

### **I. Call to Order / Roll Call:**

Meeting called to order at 11:00 AM by Committee Chair Jen Penn.  
Present: Committee members Emily Assell and Jen Penn and Library Director Barb Posinger.

### **II. Additions/Deletions/Changes to Agenda:**

None.

### **III. Public Comment:**

None.

### **IV. Minutes Approval:**

**Motion made by Emily Assell and seconded by Jen Penn to approve the July 21, 2022 Personnel Committee Minutes. Motion carried unanimously.**

### **V. Staff Holiday Plan:**

This meeting was to finalize board role in staff holiday plans as proposed at the November board meeting. In addition to giving staff gift cards as voted upon in the November meeting, it was decided that the board would cater dinner for the staff on Friday, December 9, 2022 at 6:00pm to coincide with the library's Winter Wonderland event.

Barb confirmed that catering dinner that evening will work within the setup and execution plans for Winter Wonderland. It was agreed that the board will cater a Panera meal for 15, serving all staff including the maintenance contractor. Emily will pick up the food at 4:00pm on Friday, December 9 to have it at the library by 4:30 that day. Barb will inform board members that they are invited to drop in during the 5:00-6:00 hour to offer holiday greetings to the staff, allowing for staggered board presence and avoiding a quorum at any one time. The FY budget has staff recognition and/or conferences/in-service categories to fund this event.

Barb reported that she has already purchased the gift cards for staff and that Jane is getting a card for board members to sign. Bailey and Barb will coordinate a volunteer recognition plan. Lauree and Barb are working on vendor appreciation.

### **VI. Adjournment:**

**Motion made by Jen Penn and seconded by Emily Assell to adjourn at 11:15 AM. Motion carried unanimously.**

submitted by Jen Penn, Treasurer

# Sandwich Public Library District

## Library Director Performance Evaluation FY 2021-2022

Director's Name: \_\_\_\_\_

Trustee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** This form will be used by Trustees to rate the Director's performance to the best of his/her ability and by the Director to rate himself/herself in each area being evaluated. Select the number that best reflects your score within each performance area. Comment sections are available for details and may be continued on the back of each paper if necessary.

### CATEGORY 1 LEADERSHIP/KNOWLEDGE OF WORK/ORGANIZATIONAL KNOWLEDGE

<b>SCORE:</b>		<b>5 – Consistently demonstrates exceptional performance</b> <b>4 – Often demonstrates performance beyond expectations</b> <b>3 – Performance meets expectations</b> <b>2 – Performance needs attention</b> <b>1 – Performance unacceptable</b>
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**Well-informed in all areas of assigned responsibilities; handles questions and requests effectively; is aware of and understands the Library District's mission and goals, programs, documents, policies, and procedures. Has a forward vision for the organization.**

- Understands and implements the Library District's mission through the Strategic Plan.
- Demonstrates a thorough knowledge and understanding of administration, duties, and assignments.
- Keeps abreast of developments and trends in the field.
- Well informed in legislative and legal areas affecting the Library District.
- Able to organize and lead a strong staff team
- Adaptable and flexible to changing circumstances.
- Approachable in that Trustees and staff are comfortable bringing concerns forward.

**Comments:**

## CATEGORY 2 BUSINESS AND FINANCIAL MANAGEMENT

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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**Ability to manage funds to maximize return though conserving resources and making wise and cost-effective purchases; pursues additional and alternative funding.**

- Monitors cash flow, makes effective use of the budget and anticipates funding problems from both a short- and long-term perspective.
- Understands and supervises the financial accounting of the Library District.
- Provides the Board of Trustees accurate, understandable information about the fiscal status of the Library District through monthly accounting of finances
- Prepares and publishes appropriate tax levy information.
- Submits all required documents to the appropriate local, county, state, and federal entities in a timely fashion.
- Prepares and justifies draft budgets for consideration by the Board of Trustees.
- Explores and proposes to the Board additional funding sources, including grants, for programs, services, and facility improvements.

**Comments:**

### CATEGORY 3 COMMUNITY RELATIONSHIPS

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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**Manner of handling community and business relationships; ability to serve as a liaison between the Library District, community organizations, and other libraries.**

- Active in Library organizations (RAILS, State, and National levels)
- Visible and active within community organizations (e.g. Chamber of Commerce, School District, Park District, etc.)
- Available for speaking engagements.

**Comments:**

### CATEGORY 4 COMMUNICATION SKILLS

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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**Ability to choose and use appropriate means of communication; overall effectiveness; meeting management skills, and presentation skills.**

- Practices engaged participation through listening, responding, making commitments, following through, and communicating.
- Actively participates in meetings and respects the input of participants.
- Has the ability to write and speak clearly, concisely, tactfully, whether to one person or a group; uses appropriate style for the occasion.
- Facilitates excellent communication with patrons, trustees, and staff; is able to build consensus and seeks to resolve difficulties.

**Comments:**

## CATEGORY 5 CUSTOMER SERVICE

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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- Promotes a positive image of the Library District and its services throughout the community.
- Understands the needs of patrons and community and seeks to fill those needs with the organization's programs and services.
- Articulates clear vision to the staff about the paramount importance of customer service and models best practices behavior.

### Comments:

## CATEGORY 6 PLANNING AND ORGANIZING

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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### **Ability to set realistic goals and timetables, and coordinate activities to ensure smooth and timely workflow**

- Has a clear understanding of current tasks and deadlines and is able to communicate that to staff and to the Board of Trustees both orally and in writing through periodic reports on attainment of goals and objectives.
- Demonstrates the ability to plan and handle multiple, competing priorities and deadlines.
- Creates a vision that keeps the library on the cutting edge of technology, programming, and services

### Comments:

## CATEGORY 7 EFFECTIVENESS & PRODUCTIVITY

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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**Consistently meets deadlines and work requirements; initiative in saving of time and money; resourceful; works independently when appropriate and makes constructive suggestions for improvement of work, programs, and projects.**

- Ensures development and delivery of high-quality services and solicits feedback on and evaluates these services.
- Has a concrete knowledge of all tasks and deadlines and strives to meet them.
- Makes timely and sound decisions; does not avoid making "hard" decisions.
- Advocates for the library with patrons and the community

**Comments:**

## CATEGORY 8 RELATIONSHIP WITH THE BOARD OF TRUSTEES

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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**Ability to communicate with Trustees in a timely manner regarding issues, needs, and operation of the Library District. Ability to provide information and direction to the Trustees when Board action is needed.**

- Keeps Board members informed about issues, needs, and operation of the Library District in a timely manner.
- Provides information, options, and recommendations based on thorough study and analysis needed by the Board to establish policies and make decisions.
- Plans Board meeting agendas and organizes supporting documents within Board Packets.

- Supports and executes Board policy to library staff, patrons, and the public.
- Seeks and accepts constructive advice from the Board.
- Proposes new ideas to the Board for better service to patrons and the community.
- Assists Board in orientation of new Board members and provides opportunities for Board development.

**Comments:**

**CATEGORY 9 CREATIVITY AND INNOVATION**

<b>SCORE:</b>		<b>5 – Consistently demonstrates exceptional performance</b> <b>4 – Often demonstrates performance beyond expectations</b> <b>3 – Performance meets expectations</b> <b>2 – Performance needs attention</b> <b>1 – Performance unacceptable</b>
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**Ability to visualize and anticipate new opportunities, to conceive new creative ideas and techniques, and to apply those ideas and techniques.**

- Has a guiding creative vision for the Library District.
- Encourages new ideas from staff, patrons, and community, even if they cannot be implemented immediately.

**Comments:**



## CATEGORY 10 FACILITIES MANAGEMENT

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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**Oversees maintenance of building and grounds; develops a budget and schedule for building maintenance, furnishings, equipment, and improvements.**

- Proactively addresses needs of library facility
- Assesses physical plant and library grounds on a regular basis and keeps Board updated on status.
- Searches out best bids/vendors for library projects

**Comments:**

## CATEGORY 11 PERSONAL CHARACTERISTICS THAT IMPACT JOB PERFORMANCE

<b>SCORE:</b>		5 – Consistently demonstrates exceptional performance 4 – Often demonstrates performance beyond expectations 3 – Performance meets expectations 2 – Performance needs attention 1 – Performance unacceptable
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- Sets an example through professional conduct and outstanding personal behavior.
- Maintains high standards of ethics, honesty, and integrity.
- Exercises good judgment in arriving at decisions.
- Ability to handle complaints and controversy with objectivity.
- Displays flexibility, positive attitude toward problem solving, and a willingness to share time and talent to achieve Library District goals.
- Promotes mutual respect within the library organization

**Comments:**

## CATEGORY 12 STAFF MANAGEMENT & HR KNOWLEDGE

### *FOR DIRECTOR SELF-EVALUATION ONLY*

<b>SCORE:</b>		<b>5 – Consistently demonstrates exceptional performance</b> <b>4 – Often demonstrates performance beyond expectations</b> <b>3 – Performance meets expectations</b> <b>2 – Performance needs attention</b> <b>1 – Performance unacceptable</b>
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**Shows good judgment in selecting, retaining, and developing personnel through clear direction as well as effectively managing performance, and providing support to staff.**

- Evaluates staff regularly and legally documents performance.
- Addresses performance issues and takes action necessary to correct problems with staff.
- Addresses mediocre and poor individual staff member performance in a direct and fair manner
- Inspires staff to do their best work by acting as a supporter and motivator, providing necessary resources, encouragement, and appreciation.
- Periodically analyzes staff functioning with the object of combining, eliminating, and/or creating new positions.
- Develops and updates staff job descriptions.
- Updates staff on policies, goals, and Strategic Plan as set out by the Board of Trustees
- Encourages and plans regular staff development.
- Assigns work effectively among staff members.
- Emphasizes Equal Opportunity Employment and Affirmative Action hiring practices

**Comments:**

### CATEGORY 13 FINAL COMMENTS

Describe areas where Director Performance is particularly effective:

Describe areas where Director Performance could be more effective:

#### *For Trustees Only*

In the past year, do you feel there were any difficult issues that the Director faced and if so, how do you feel he/she handled and resolved them?

#### *For Director Only*

In the past year, do you feel that there were any difficult issues that you faced and, if so, how do you feel you handled and resolved them?

#### *For Director Only*

What are your organizational and/or personal development goals for the coming year?

**SIGNATURE PAGE**

For accurate documentation that this evaluation was done and the Director has conferred with designated Trustee/Trustees about this evaluation, the following statements are asked and signatures requested.

Please check all that apply:

\_\_\_\_ I have reviewed this evaluation and have received a copy of the results.

\_\_\_\_ I disagree with this report and will submit a written response within one week.  
The response will be attached to this form.

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

Designated Trustee/Trustees conferring with Director at performance appraisal meeting:

Trustee Signature \_\_\_\_\_

Date \_\_\_\_\_

Trustee Signature \_\_\_\_\_

Date \_\_\_\_\_

Board President \_\_\_\_\_

Date \_\_\_\_\_