



Personnel Committee Meeting  
Sandwich Public Library District  
Tuesday, May 2<sup>nd</sup>, 2023 at 2:00pm

## 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 – 02/07/23
- V. Executive Session  
5ILCS 120/2(c)1: The appointment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body or against legal counsel for the public body to determine its validity.
- VI. Adjournment

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



Personnel Committee Meeting  
Sandwich Public Library District  
Tuesday, February 7<sup>th</sup>, 2023 at 3:00pm

## AGENDA

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- I. Call to Order/Roll Call
    - a. Meeting called to order at 3:00 by Jen Penn.
    - b. Present: Committee members: Jen Penn and Emily Assell, and Jane Wolfe and Library Director Barb Posinger.
  - II. Additions/Deletions/Changes to Agenda
    - a. Add VI PTO legislation
  - III. Public Comment
    - a. none

- IV. Minutes Approval [action]
  - a. Personnel Committee Minutes – November 22<sup>nd</sup>, 2022

**Motion made by Emily Assell , seconded by Jen Penn to approve November 22<sup>nd</sup> Personnel Committee Minutes. Ayes: Jen Penn, Jane Wolfe. Motion carried unanimously.**

- V. Review & Revision of Director Review Template
  - a. It was discussed and decided that the numerical system was sometimes ambiguous. The decision was made to move to a Director's Review based on comments and feedback instead of numbers while leaving the current categories and examples in place.
  - b. Senior staff to fill out newly revised version. Next year will discuss using an abbreviated version.
  - c. Director will also fill out newly revised version as a self-evaluation.
  - d. The director's self-evaluation and staff evaluation to be completed ahead of board evaluation and then considered in board's evaluation of Director.
  - e. Jen Penn to edit tool and bring to March meeting
  - f. Staff and Barb to complete by March 27<sup>th</sup>
  - g. Results sent out by April 7<sup>th</sup>
  - h. Board to fill out by April 21<sup>st</sup>
  - i. Personnel meeting to review before May 9<sup>th</sup> meeting
  - j. Executive session to discuss results on at May 9<sup>th</sup>
  - k. A follow up meeting will then be scheduled with the Director to discuss results and board suggestions.

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

- I. Emily will notify board that changes are being made to the Director Evaluation at the February Board meeting
- VI. Paid PTO
  - a. SPL is already meeting standard, but need to look at wording/details. To discuss at next policy meeting.
- VII. Adjournment
  - a. **Motion made by Jen Penn , seconded by Emily Assell to ajourn at 4:01. Motion carried unanimously.**

Minutes submitted by Emily Assell, Secretary

DRAFT