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### **Franklin Public Library Personnel Committee Meeting**

4:30 p.m., Tuesday, October 16, 2018

Sievert Conference Room

Franklin Public Library, 9151 West Loomis Road, Franklin, Wisconsin

### **Minutes**

Present: Mike Karolewicz, Judi Williams-Killackey, Madelyn Kempen

**I. M. Karolewicz called the meeting to order at 4:34 p.m.**

**II. Review Library Director Evaluation Process**

- a. Evaluation Form Review for Update: The members discussed using an evaluation form that reviewed the Director's progress on goals and basic job requirements. It was decided to move away from a form that used a numerical scale in order to give more specific feedback on performance.
- b. Define Committee Member Roles: The personnel committee members will provide the evaluation sheet to the Board of Trustees in November in order to allow the members to have an opportunity to provide feedback. The evaluation form will be filled out by the Personnel Committee in December with results shared with the Director in January.

**III. Discuss Library Director Goals for 2019:** It was decided to bring the goals to the Board of Trustees to include the members on the discussion of the 2019 goals.

**IV. Select Future Meeting Date(s):** The Personnel Committee may meet again before the November meeting.

**V. Adjourn:** The meeting was adjourned at 4:58 p.m.

Respectfully submitted, Madelyn Kempen, Library Board Secretary

Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Council per State ex. Re. Badke v. Greendale Village Bd. even though the Council will not take formal action at this meeting.