

OCT 2 1986

MINUTES  
Decatur Public Library  
Librarian Evaluation Committee

DECATUR, ILLINOIS

The Evaluation Committee met in the Librarian's Office of the Decatur Public Library September 23, 1986.

Present: Chairman, John Mueller; Edith Rossiter; Mark Sorensen; and Librarian, Jim Seidl.

The meeting began at 7:35 p.m. and went directly in a closed session to discuss the salary of the new City Librarian.

The meeting resumed at 8:00 p.m. for the purpose of devising an evaluation procedure for use with the City Librarian. The committee agreed that the Librarian should be formally evaluated annually by a select committee. This evaluation will be based on goals and objectives mutually agreed upon by the Board and the Librarian at the beginning of each year.

It was further agreed that the Librarian and Committee would meet at least once every two months to monitor the progress towards meeting these objectives.

The Committee recommends the following five objectives for the period October 1, 1986 to May 1, 1987.

The City Librarian will:

1. Facilitate the development and training of both professional and clerical staff.
2. Improve public relations and expand outreach activities with both the general community and library support groups.
3. Set a schedule and procedures for the total review of the Library Policy Code.
4. Devise programs and procedures to promote and increase endowments to the library.
5. Coordinate the citizen survey of the library.

The meeting adjourned at 8:50 p.m.