

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee Minutes of Meeting

Date: April 3, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Eugene King
Mark Sorensen
Ed Costa
John Phillips (Finance and Properties)
Mary Gendry (Finance and Properties)

Staff: Robert Edwards, Interim City Librarian

Absent: Teena Zindel-McWilliams (President)
Priscilla Palmer

Guests: Amy McEvoy (Friends of the Library, President)

1. Call to order

Mr. King called the meeting to order at 4:31 p.m.

2. Agenda

Motion to approve agenda by Mr. Costa, seconded by Mr. Sorensen

3. Minutes of Previous Meeting

Motion to approve the minutes Mr. Sorensen, seconded by Mr. Costa, all approve

4. OLD BUSINESS

Mr. King asked if the members have had the opportunity to look over the evaluation forms for the City Librarian. There were various responses to the evaluation form.

Mr. Sorensen mentioned that he had volunteered to take Mr. Meyer to the Chamber event. Mr. Phillips asked if Mr. Sorensen was the one heading up the Transition Team. Mr. Sorensen answered that he had been appointed to help the Transition Team but he had some ideas. Mr. Phillips discussed the May 5th City Council date. He said that Director Meyer could be introduced at the City Council. Mrs. Gendry mentioned that she thought it would be a good idea for Director Meyer to meet with other Librarians throughout the City, such as the school librarians and the librarians at the various colleges. Mr. Edwards mentioned that Director Meyer would meet some of the librarians in the various Illinois Heartland meetings. Mr. Phillips

mentioned that Director Meyer would also have to meet with the Friends Board and Foundation Board at some point. Mr. Costa mentioned that Director Meyer would be coming in at an odd time, because some of the Board members would be going off the Board. Mr. King agreed with Mr. Costa, he added that some of the members come off names are usually supplied. Mr. Phillips stated that Mrs. Zindel-McWilliams should be contacted and the suggestions should be given to her. Ms. McEvoy mentioned that the Friends of the Library Board had submitted names to Mrs. Zindel-McWilliams. Mr. King asked that they could return to the evaluation form now. Are there any suggestions? Mrs. Gendry mentioned that maybe they should also have a timeline. Mr. Sorensen mentioned that perhaps different goals. Mrs. Gendry asked if they had specific goals for the previous City Librarian. Mr. King answered that they had set up specific goals for the previous City Librarian. Mr. Costa mentioned that maybe they should ask the new person to bring back a set of goals and evaluation. Mr. Phillips added that maybe starting in May, the City Librarian could bring back a set of goals and standards and tell the Board what they should do rather than the Board saying what should be done. Mr. Phillips added that there will be some significant tasks to discuss. Mrs. Gendry added that she didn't see where there were evaluations of the staff. Mr. King added that evaluating staff had been a problem in the past. There was discussion about past staff evaluations and the evaluation system. There was discussion about implementing an evaluation process. Mr. Edwards mentioned that one of his goals was to catch up in management evaluations. Mr. King discussed the past process of evaluating the City Librarian.

5. New Business

Mr. King asked if there was any other business to be discussed. He mentioned that there being none he needed a motion to adjourn.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Mr. Costa

Adjourned at 5:05 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 5/1/2014