

**PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD  
PERSONNEL COMMITTEE**

A meeting was held on **February 7, 2018** at **11:30 a.m.** at **AHEAD Staffing, 509 W. Walnut Street, Green Bay WI**

**PRESENT:** JOHN VANDER LEEST, KAYLA JACOBSON and YING LACOURT

1. Meeting called to order by John A. Vander Leest at 11:36 am.
2. **Motion** to approve agenda by Kayla Jacobson, 2<sup>nd</sup> by John A. Vander Leest. **Motion carried**
3. **Motion** to approve the following plan for the executive director's review process by John A. Vander Leest, 2<sup>nd</sup> by Kayla Jacobson
  - Use items A-F listed under Management Strategies and Tactics from page 32-34 of the 2013 strategic plan
  - Executive Director to self-evaluate on each item and provide supporting data to be received by Library Board members at least 5 business days prior to the Board's annual evaluation of the Executive Director
  - Key items for the evaluation would change accordingly based on library's updated strategic plan
  - Board members to go into closed session (without Executive director) to discuss self-evaluation and supporting data. Board members must have worked with the Executive Director for a minimum of 6 months in order to be able to give ratings. Final ratings and averages would be reported to the Executive Director once tabulated.
  - Board members to discuss and rate each area of performance based on a rating scale of 1-5 with 0.5 ratings allowed.
    - 1 – Insufficient
    - 2 – Needs improvement
    - 3 – Meets expectations
    - 4 – Exceeds expectations
    - 5 – Distinguished
  - 360 peer review to be utilized for the Executive Directors evaluations by gathering feedback and ratings from various parties who interact with Executive director.
    - 24 total evaluations - 16 random selections, 8 chosen by Executive Director. Evaluations would not overlap
    - List of evaluators –
      - Direct reports
      - Hourly staff in library
      - County Supervisors from Education & Recreation Committee
      - County Executive
      - County IT/Admin/HR
      - Leadership of Friends of Library
    - Final ratings would be 60% from Library Board members and 40% from 360 peer review (averages)
    - Kathy Pletcher has experience with the 360 peer review and would be asked to participate in gathering the data. Goal to have the review completed by May 2018.
  - The library board would suggest changes to the strategic plan for the following year to align with new goals. One new goal suggested was training and increasing abilities on fundraising for capital campaigns.
4. **Motion** to adjourn by Kayla Jacobson, 2<sup>nd</sup> by John A. Vander Leest. **Motion carried.** Meeting adjourned at 12:15 pm.