

ST. JOSEPH PUBLIC LIBRARY
Budget/Personnel Committee Meeting
February 8, 2021, 4:30 p.m., Downtown Library/Zoom

CITY CLERK

2021 FEB 10 PM 1:00

MINUTES

The Budget/Personnel Committee of the Board of Trustees of the St. Joseph Public Library met on February 8, 2021 at 4:30 p.m. via Zoom with the meeting available for viewing at the Downtown Library. Committee members in attendance were Rosetta Ballew-Jennings, chair, Mike Cadden, Alison Schieber, Kyla Ward, and Ingrid Woodbury. Hannah Kloepfer and Elizabeth Latosi-Sawin were present from the Board of Trustees. Mary Beth Revels was present from the staff. No one was present from the public or media.

Ms. Ballew-Jennings called the meeting to order and the roll call was taken.

Under approval of the minutes, **Ms. Woodbury moved, Ms. Ward seconded to approve the minutes of the January 25, 2021 meeting as presented. All Committee members in attendance voted "yes." The motion carried.** Ms. Revels exited the meeting at this time.

There was no old business discussed.

Under new business, Ms. Ballew-Jennings asked Dr. Cadden to lead the meeting discussion. Dr. Cadden put forth discussion concerning the process and components that comprise/should comprise The Board's Evaluation of Library Director as the meeting's focus. Dr. Cadden opened the discussion describing the blended Budget/Personnel Committee and proposed the division of the committees into smaller, more specifically focused groups. Four members with a committee chair was a suggested makeup to allow for more flexibility in meeting. The discussion continued into the possible yearly schedule of the groups with a consensus the Budget Committee as a spring committee and the Personnel Committee as a fall happening would be a practical arrangement based on current needs. It was stipulated by Dr. Cadden his definition of "fall" was anything past the annual meeting in July.

Dr. Cadden continued discussion proposing there be a more concrete frequency of the director's performance evaluation. Ms. Woodbury, Ms. Ward, Ms. Ballew-Jennings, and Ms. Schieber all voiced a preference for an annual evaluation. Ms. Woodbury discussed annual evaluations would help establish a consistency around the evaluation processes. The discussion moved to the idea an annual evaluation would allow the establishment of a new timeline/routine concerning the collection of information to be used in the evaluation by The Personnel Committee.

Dr. Cadden contemplated to what, if any extent bylaws should be revised to preserve consistency and/or continuation of the changes to the evaluation process and asked for opinions. There was an informal consensus among attendees that components of the evaluation be included in bylaw revisions to standardize the evaluation process and information collected, but how each component was collected would be the discretion of the current Personnel Committee at the time of evaluation: The component "Staff Input" could be addressed with an anonymous staff survey, but could also be satisfied by utilizing an in-person staff-to-Personnel Committee meeting, etc.

Dr. Cadden invited suggestions to what components themselves should be utilized in the evaluation. Ms. Ward spoke in favor of keeping a form of staff input. Ms. Ballew-Jennings suggested there be delineation between and evaluation of both the position of Director and the Director's performance. Dr. Cadden brought forth the thirteen duties of the director as listed in current bylaws do not seem to be fully represented in the current board member nor staff response forms. Ms. Latosi-Sawin asked how the Personnel Committee would report their findings to the full board and how the thirteen duties of the director were represented in the current evaluation process. Ms. Woodbury described that the response forms were mostly based off of previous response forms and her opinion the Personnel Committee's findings contain a written component. Dr. Cadden asked if past evaluations should be a part of the process. Ms. Ballew-Jennings stated past evaluations were crucial to seeing patterns in information/responses, but requested they be prevented from being used in a punitive way if the composition of the board of directors changed. Ms. Latosi-Sawin questioned the director's role in an evaluation and suggested a self-evaluation. Ms. Ward voiced her support of a self-evaluation.

There was no other new business.

There being no further business, **Ms. Ward moved and Ms. Woodbury seconded to adjourn the meeting.** Motion carried.

There was no other new business.

Rosetta Ballew-Jennings
Secretary Pro Tempore