

Minutes of Special Meeting

Hillsdale Community Library Board of Trustees

April 26, 2021

5:15 PM

I. CALL TO ORDER

A. President Bowen called meeting to order at 5:15 PM

II. ROLL CALL

A. Director Mary Hill, Jim Bowen, George Allen, Karen Hill, Rickie Freeman

B. Guests: Scott Cress, Laura Sargent (Head of HR for the city)

III. VISITOR'S COMMENT - none

IV. APPROVAL OF AGENDA

A. Addition of VI. E. Time frame to be covered by current review

B. Moved by Hill, seconded by Allen, unanimously approved

V. OLD BUSINESS

A. Remove non-approved evaluation from Library Director's personnel file

1. Bowen and Sargent stated that to remove the non-approved evaluation required the approval of the board and the director in the minutes. Bowen moved for the evaluation, with the director's approval, to be removed, seconded by Allen. Bowen, Allen, Freeman voted yes; Hill voted no. Motion carried.

2. Hill requested to be notified when the document was destroyed.

VI. NEW BUSINESS

A. Delete and/or destroy all paper & electronic copies of any review or goal information previously submitted.

1. While Bowen has done this on his part a motion was needed for the city to do this. Moved by Allen, seconded by Freeman; Allen, Freeman, and Bowen voted yes; Hill voted no. Motion carried.

B. Approve Director's Annual Review Form. Current Library Director Performance Evaluation makes no mention of a specific Review Form.

1. There was discussion about changing the present form and aligning it more closely with the director's job description. The job description does not currently appear in the policy manual online. The Director said that all the information had been deleted by a former employee and had to be recreated. The director is in the process of cross checking what is online with a current manual. Employee's job

descriptions had been updated but not the director's. Any update would have to wait until the description is in the manual.

2. It was decided that it would be best and most fair to wait and make adjustments to the evaluation form at a later date. An exception was to remove the director's comments from the present evaluation tool since that is for board members. The director's comments will be attached to the final evaluation. Allen moved to accept the current form for this year minus the bottom portion and Hill seconded, unanimously approved.

C. Director's Objectives/ Goals for the upcoming year. The Annual Review Form only mentions Objectives.

1. It was agreed that the president would solicit goals from board members that align with the evaluation tool and job description. The director suggested that going forward we should consider standardized goals and also that we should note that this year we operated under a pandemic.

D. Ways to consult with the City Manager, community members, and library staff for their input.

1. During the discussion, H.R. Director Sargent suggested contacting the City Manager for his evaluation of department heads. Allen moved and Freeman seconded that President Bowen solicit from the City Manager information that aligns with the job description and the evaluation form, unanimously approved.

2. With input from Cress and Sargent it was determined that, while authorizing the president to get this information for this year, we should review the policy for gathering said information at a later date.

E. Time frame to be covered by current review.

1. It was agreed that the evaluation should cover the time period of April 2018, through April 2021. Individuals can answer according to their knowledge and the president will use his discretion how to include that information. Jim and Rickie will go through past minutes and Director's Reports to see that major events and accomplishments are noted. The director will also note these in her self-evaluation.

## VII. BOARD COMMENT

1. Hill noted that Don Dunlop has paperwork from his time on the board to donate.

## VII. ADJOURNMENT at 6:10 PM