

Barrington Public Library
Trustee Subcommittee for Director's Evaluation
13 November 2021 Minutes- APPROVED

The BPL Trustee Subcommittee met in person at the library to begin the annual Director's Evaluation process.

Present: Susan Frankel, Karen Towne, Lydia Cupp and Karolina Bodner

The meeting was called to order at 10:00.

The subcommittee reviewed their process and forms from the 2020 Director's Performance Evaluation to see if they are still relevant, and considering pandemic protocols.

Staff surveys will go out the week of November 29 and returned the following week. Maddie, the technology director, will help with a form to be used for staff input. Melissa, the Library Director, will be able to see the summaries but individual remarks will remain confidential.

Committee members will go over forms by email to see if any edits are necessary.

Karen will get the Director's Self Evaluation to Melissa.

Lydia will edit the Trustee's Director's Performance Evaluation form.

Susan suggested including the Director's Annual Goals with the Trustee Evaluation Summary.

After synthesizing all the information, comments and trustee evaluations, the completed forms will be emailed to full Trustee Board for review before a special meeting to be determined.

****Schedule for Evaluation Process****

Saturday, December 11th- 10:00am subcommittee meet to work through and compile staff responses and Director Melissa's self evaluation.

Wednesday, January 5th- 4 – 5:30 Subcommittee will meet at the library to finalize Trustee form of Director's Performance Evaluation using compiled information from staff surveys and Director's Self Evaluation.

Thursday, January 6th 4-5:30 Subcommittee will meet at the library to complete Trustee's Director Evaluation.

The Trustee Evaluation will be emailed to the full Trustee Board for edits and comments.

A Special Trustee Board Meeting Date will be set to finalize the evaluation. A non public session will be held to go through compiled Staff's Review responses, Melissa's self evaluation, and the Trustee Subcommittee evaluation.

A date will be set for the Evaluation Subcommittee to present the finalized evaluation to Melissa for discussion.

– Finalized Evaluation will be filed with Barrington Human Resources.

11:00 Karen made a motion to adjourn, seconded by Lydia, & it passed by a roll call vote.

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Next Director Evaluation Subcommittee Meeting Dec. 11, 2021 10 am