

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Personnel Committee Meeting**  
**Thursday, January 4, 2018, 11:00 a.m.**  
**Location: Library Meeting Room**

1. Call to order – Trustee DuRocher called the meeting to order at 11:07 a.m.
2. Roll Call

ATTENDING: Trustees DuRocher and Warren

ALSO ATTENDING: Library Director Sandy Whitmer and Trustee Picha

3. Approval of the agenda

*MOTION: Trustee Warren moved to approve the agenda. Trustee DuRocher seconded. Motion approved by voice vote.*

4. Public comments – None
5. New Business

- a. Director's Evaluation Process
- b. Director's Job Description

The committee reviewed a packet of material prepared by Director Whitmer. The material included general information on evaluation of library directors, sample job descriptions and sample evaluation processes and forms.

The committee agreed that the evaluation process should be a useful tool rather than a rote annual task. The process should allow the Board to provide feedback and set goals for the Director with the intention of continual improvement of library service to the community.

After considerable discussion, the committee agreed to:

- Recommend discontinuation of staff participation in the director's evaluation process,
- Recommend the committee compile board feedback for the director's evaluation (discontinue delegation of this task to administrative staff),
- Develop a new evaluation process and form that focus on three factors: job description, goals and behavioral traits and
- Revise the Director's job description.

The committee asked Director Whitmer to draft a revised job description and evaluation form.

The committee will review the documents at a committee meeting scheduled for 4:30 p.m. on Tuesday, February 6.

6. Adjournment

*The meeting adjourned at 12:15 p.m.*

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard W. Warren Jr." with a stylized flourish at the end.

Richard W. Warren Jr.

Personnel Committee, Library Board of Trustees

Warrenville Public Library District