

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Personnel Committee Meeting
Tuesday, February 6, 2018, 4:30 p.m.
Location: Library Meeting Room

1. Call to order – Trustee DuRocher called the meeting to order at 4:34 p.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. Approval of the Minutes of the January 4, 2018 Personnel Committee Meeting

MOTION: Trustee DuRocher moved to approve the Minutes of the January 4, 2018 Personnel Committee Meeting. Trustee Warren seconded. Motion approved by voice vote.

6. Unfinished Business

- a. Director's Job Description & Evaluation Process

The Committee reviewed the revised job description prepared by Director Whitmer. Several minor changes were made. The same changes will be made to the evaluation form.

The Committee reviewed the draft evaluation form and timeline prepared by Director Whitmer.

The Committee agreed the form is an appropriate tool for evaluating the Director on three factors: job description, goals and behavioral traits

A few minor revisions to the evaluation form were suggested.

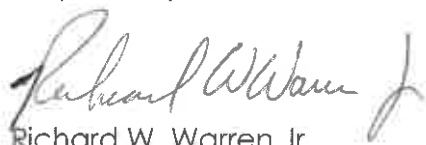
The Committee discussed the evaluation timeline and concluded the discussion of goals should be separated into two steps: evaluation of prior year goals and consideration of next year goals. Director Whitmer will adjust the timeline.

The Committee asked the Director to make the revisions to the job description, evaluation form and timeline and add an action item to the February Board Meeting Agenda. The Committee will present the information to the Board.

7. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting. Trustee DuRocher seconded. Motion approved by voice vote. Meeting adjourned at 5:34 p.m.

Respectfully submitted,



Richard W. Warren Jr.

Personnel Committee, Library Board of Trustees
Warrenville Public Library District