

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING**

DATE: December 16, 2020
TIME: 6:30 p.m.
PLACE: Via Zoom and at the Blum House, 414 W. Main St., Collinsville, IL

A Statement by Executive Director Kyla Waltermire:

“The Governor of the State of Illinois has issued a disaster declaration related to public health concerns and all or part of the Mississippi Valley Library District's jurisdiction is covered by the disaster area. In my role as the Executive Director of the Mississippi Valley Library District, I have determined that an in-person meeting is not practical or prudent due to the disaster. Therefore, the Board of Trustees is meeting virtually.”

Call to Order

Executive Director Kyla Waltermire called the meeting to order at 6:34pm. Kyla was present at the Blum House in Collinsville.

Roll Call

Committee members present:

Amanda Burr
Scott Penny, Jr.

Committee members absent:

Jed Robbins

Also present:

Ms. Kyla Waltermire, Executive Director, Mississippi Valley Library District

Pledge of Allegiance

Public Input – None

Unfinished Business - None

New Business

- a. Establishing a Committee Chairperson
Scott Penny, Jr. made a motion to nominate Amanda Burr as be the committee chair. She accepted this nomination and seconded the motion.

A roll call vote was taken.

Amanda Burr- Yes
Scott Penny Jr.- Yes

Yes- 2, No – 0, Abstained – 0, Absent - 1

Motion carried.

b. Six-Month Evaluation of Executive Director

Kyla Waltermire shared highlights from an article she recently read, noting four values that support strong leadership: trust, compassion, stability, and loyalty. These are four qualities that she hopes to embody in her role as Executive Director.

Committee members gave informal feedback on her performance over the last six months with these values as the jumping-off point in the conversation. Specifically noted were her timely and concise communication, flexibility in problem-solving in this unusual year, and maintaining a commitment to serving our patrons.

c. Process for Annual Evaluation of Executive Director

Committee discussed options, goals, and means to evaluate performance of the Executive Director. It was decided that a formal evaluation form would be utilized, capturing the main facets of the Executive Director's duties and their performance within each. The job description will be used to help shape this evaluation form. An opportunity for anonymous staff feedback will be provided via email through a standard survey created by the committee.

A draft of the formal evaluation form and staff survey will be provided at an upcoming Board meeting. A plan will be in place by March to capture the one-year anniversary of the Executive Director in this position in April.

A goal for the future is to in some way incorporate feedback on Executive Director's performance by other community leaders.

Motion made by Scott Penny, Jr. to move forward with developing a formal evaluation form and anonymous staff survey as discussed, seconded by Amanda Burr.

A roll call vote was taken.

Amanda Burr- Yes

Scott Penny Jr.- Yes

Yes- 2, No – 0, Abstained – 0, Absent - 1

Motion carried.

Closed Session – None

Adjournment

Motion made by Scott Penny, Jr and seconded by Amanda Burr to adjourn.

A roll call vote was taken.

Amanda Burr- Yes

Scott Penny Jr.- Yes

Yes- 2, No – 0, Abstained – 0, Absent - 1

Motion carried. The meeting adjourned at 7:19 p.m.