

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

DATE: June 6, 2022
TIME: 4:30 p.m.
PLACE: The Blum House

Call to Order

Committee Chair Amanda Bender called the meeting to order at 4:31pm.

Roll Call

Trustees of the committee present:

Amanda Bender, Secretary
Mark Schusky, President
Ana Romero-Lizana

Pledge of Allegiance

Public Input – None in person.

Unfinished Business - None

New Business

- a. Process for Annual Evaluation of Executive Director
The Personnel Committee discussed options, goals, and means to evaluate performance of Executive Director. It was decided that the same formal evaluation form would be utilized in 2022 as in 2021, capturing the main facets of the Executive Director's duties and her performance within each. This evaluation template will be shared with the Board as an opportunity for individual Board member feedback at the July Board meeting.

An opportunity for anonymous staff feedback will be provided via email through a survey created by the Committee, as was used in the last evaluation and found to be helpful.

A draft of the formal evaluation form and staff survey will be provided at an upcoming Board meeting for review.

Following receipt of employee surveys and individual Board member contributions through the evaluation template, the Committee will hold another meeting to discuss all feedback received and encourage other Board members to attend if they would like to be part of the live discussion.

Final, compiled evaluation form and overview of performance review will be presented at the August meeting.

Closed Session – none

Adjournment

Motion was made by Ana Romero-Lizana and seconded by Amanda Bender to adjourn at 5:05pm.

A roll call vote was taken.

Amanda Bender- yes
Mark Schusky- yes
Ana Romero-Lizana- yes

3- Yes, 0-No, 0-Abstained

The motion carried at 5:05pm.