

**Notice & Agenda – Mississippi Valley Library District
November 1, 2024 at 4:30 PM**

**On-Site at the Collinsville Memorial Library, 408 West Main Street, Collinsville, IL 62234 and
Via Zoom**

Board of Trustees Personnel Committee Meeting

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input
Public comment policies are found in the Board of Trustees Bylaws
4. Trustee Comments
5. Unfinished Business
6. New Business
 - a. Designation of Committee Chair and Minutes Taker
 - b. Discussion and Possible Action Regarding Executive Director's Evaluation Process
7. Closed Session
 - a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act
8. Action for Items Discussed in Closed Session
 - a. Action(s), if necessary, for any lawfully exempt matter discussed in closed session
9. Adjournment

The Mississippi Valley Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the library administrator (618-344-1112) promptly to allow the Mississippi Valley Library District to make reasonable accommodations for those patrons.

Library Executive Director Evaluation - MVLD

The Mississippi Valley Library District Board of Trustees will conduct a formal evaluation of the Executive Director annually.

Purposes of the Performance Evaluation

- To provide the director with clear understanding of the Board's expectations.
- To ensure the director and the Board are aware of how well the expectations are being met.
- To serve as a formal vehicle of performance communication between the Board and director.
- To document the Board's concerns and actions toward resolution.
- To demonstrate sound management practices and accountability to municipal officials and the community.

Expectations and Evaluation

Good communication, public relations, a written plan and clear policies will all help the Board and director to deal with any conflicting expectations. The evaluation method and process can be designed to include input from the staff and the Library Board, but the final responsibility rests with the Board.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest)

1. Preparing and Managing the Budget

- a) ___ Necessary work is completed in a timely manner under the direction of the Finance Committee prior to presentation to the Board.
- b) ___ Library Board approved revenues and expenditures are monitored in accordance with state statues.
- c) ___ Funds are allocated or reserved for unanticipated contingencies.
- d) ___ Funds are effectively allocated and their use documented.
- e) ___ Other funding sources are explored and applied for as appropriate to support the mission of the MVLD.

Comments

2. Staff Management, Development & Utilization

- a) ___ Positive management/staff relations are maintained.
- b) ___ Fair and equitable policies are proposed for Board adoption and then fairly administered.
- c) ___ Cross-training is utilized to provide adequate service to the public.
- d) ___ Appropriate measures taken for hiring of staff along with evaluations of performance.
- e) ___ Library employee work plan is directed and coordinated in executing library programs.
- f) ___ Ongoing staff meetings are held to identify and resolve problems.
- g) ___ A positive and professional relationship to patrons is upheld by the staff.
- h) ___ Effective training and continual education for all staff members is coordinated.
- i) ___ Director sets an example for the staff through professional conduct, positivity, transparent communication, and passion for the MVLD.

- j) Works closely with the Assistant Director to implement consistency and efficiency across the MVLDD

Comments

3. Professional Awareness

- a) ___ Innovative methods of service delivery and technical processes are studied thoroughly, including technological advances.
- b) ___ Innovations are implemented only after they fit the needs of the institution and are proven to be cost effective.
- c) ___ Adequate knowledge of current library science practices is maintained.
- d) ___ Attendance at conferences and workshops on library issues to meet state and library system standards are scheduled.
- e) ___ Strives to participate in professional committees on a local and state level.

Comments

4. Collection development

- a) ___ Collection development policy is up-to-date.
- b) ___ Selection and weeding policies are systematically implemented.
- c) ___ The collection is current and reflects present community needs and interests.

- d) ____ Cataloging policies and procedures for the library within the framework of the Illinois Heartland Library System (IHLS) Cataloging Policy are established.
- e) ____ The library's collection is developed by supervising acquisitions subject matter, media choices, and weeding.

Comments

5. Board Relations

- a) ____ Board or any of its committees' decisions are implemented on a timely basis and done so professionally.
- b) ____ Library Board, staff, and citizens collaborate with Executive Director on a strategic plan and periodically directs the review of the library's goals and objectives.
- c) ____ Library Board meeting agendas are prepared with input from the Library Board.
- d) ____ Orientation and education of Library Board members is provided.
- e) ____ Recommendations are suggested to the Library Board and upon request to city officials when necessary for the efficient operation of the library.
- f) ____ Communication with the Board is timely, professional, and relevant.
- g) ____ Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Comments

6. Use of the Library

- a) ___ Library services both new and existing are effectively communicated to the public by internal publications, newsletters, social media, and digital signage.
- b) ___ Circulation trends and in-house use are adequately analyzed.
- c) ___ A relevant library environment is pursued by evaluating patron needs and technology trends frequently.
- d) ___ Programs reflect the needs and interests of the library community and support the mission of the MVLD.

Comments

7. Community Development

- a) ___ Plays an active role in the community.
- b) ___ Is available for speaking engagements in the community.
- c) ___ Has face-time with patrons while they visit the libraries.
- d) ___ Helps to coordinate MVLD involvement in community events.
- e) ___ Represents the mission and interests of the MVLD in public meetings and in communications with the media.

Comments

Link to survey – staff evaluation of director

<https://zjr78nfw78.typeform.com/to/issdjEDt>

DRAFT