

SUPERIOR PUBLIC LIBRARY BOARD
PERSONNEL COMMITTEE
MEETING AGENDA
October 12, 2022

A meeting of the Library Board Personnel Committee is convened on Wednesday, October 12, 2022, at 4:30 p.m. in the Board Room of the Superior Public Library, 1530 Tower Ave., Superior WI. This meeting is held in compliance with the statutory requirements of the open meeting law.

1. Call to Order at 4:32

- Members present: Acacia Nikoi, Jim Purvis, Erin Schilling, Sue Heskin

2. Periodic Update of Library Director Job Description

- Sue Heskin will re-order items in the "Typical Tasks" section to reflect the importance of each task
- Will bring back to board for approval next month

3. Discussion and/or action: Director evaluation form and process

- Currently the Mayor submits an evaluation of the director and the Personnel Committee uses the same form to provide an evaluation
- Sue Heskin will draft an evaluation form similar to the sample from the Library Trustee Essential packet (Committee recommends the addition of a bullet related to the oversight of the Strategic Plan) which will be approved and used by the Personnel Committee
- Sue Heskin will research possible 360 review to get more staff input and will share her findings with the Personnel Committee in the future
- Library Board will do one evaluation prior to the end of the year and will submit it to the Mayor

4. Adjourn 5:03pm