

## **Minutes of the Personnel Subcommittee**

Kent Memorial Library, Suffield, CT

October 25, 2022

Present: Joshua Barrows, Eliza Childs, Becki Fuller, Christine Sinopoli, Julie Styles and Bob White.

Bob White, Chair, opened the meeting at 6:00 p.m.

Becki Fuller agreed to take the minutes.

Bob spoke about the role of the Personnel Committee. Each January, we meet to evaluate the Director and set goals for the coming year. It is a time to discuss the Director as a leader and success of library services. Evaluation results and goals set are known only to the Director, this committee and the Town Human Resources person. We have used a range of numbers in evaluating the director in the past.

Bob opened up the discussion for everyone to express their opinions. Some of the points brought up were:

1. Are there documents that show the previous year's goals? There was no evaluation this year as we had no director or interim director. In January 2021, we did both an evaluation and goal-setting with Library Director, Garrett Pinder.
2. What is the reasoning for goals not being shared openly? We go with the policies recommended by the Association of CT Library Boards. They provide two documents: Evaluating the Director and Setting Goals for the Director.
3. The Director is an employee of the Kent Memorial Library Commission. The town sets the Director's salary. Karen Ziembra is the Human Resources person for Suffield.
4. New members want to understand the process.
5. Julie Styles was asked what she would like to see in an evaluation. Her preference would be to have a conversation between the Director and the Personnel Subcommittee rather than scoring.
6. The Director would deal with most issues within the library so the evaluation could be a conversation about the past goals, if they were met and, if not, why, and what future goals are.
7. Julie was asked what her top three goals were and she said: 1) learning about the community; 2) finding ways to do marketing to reach out to those who don't use the library and encourage them to do so; and 3) keep programs going with present and new ones. This could involve editing software, finding resources, researching on the internet, coding and other new ideas.
8. The library is more than just books, and library staff are trained on how to use the library.

It was agreed that we would have a conversation with Julie in January to discuss her time here and set goals for the upcoming year.

The meeting was adjourned.

Submitted by Becki Fuller