

PLAINFIELD PUBLIC LIBRARY DISTRICT
REPORT OF PERSONNEL COMMITTEE MEETING
JUNE 12, 2018

CALL TO ORDER, ROLL CALL: The Personnel Committee meeting of June 12, 2018, was called to order at 7:01 p.m. in the Library's Small Meeting Room at 15025 South Illinois St. The Pledge of Allegiance was recited. Roll call was conducted. Members present: Kinley, Andel, Gilmore (as ex officio). Members absent: Schmidt. Staff: Pappas, Hartley. Guests: None.

PUBLIC COMMENT: Gilmore reported on the well-attended Bolingbrook PRIDE's first annual community picnic: Bolingbrook PRIDE Picnic and Puppies.

REGULAR MEETING DISCUSSION: The Committee reviewed Library Director performance reviews/evaluation forms from area libraries and discussed formats to replace the Board's current evaluation. The updated form will address the following categories in narrative form: Relationship with Board, Personnel Management, Business and Finance, Community Relationships, Goals/Objectives. This new evaluation form will be used in conjunction with a goals and objectives form that the Library Director completes. These forms will be created by Administration and presented to the Board at the next regular board meeting.

Pappas will complete the goals and objective form in time for the July 2018 regular board meeting and the Personnel Committee will use this to complete her 2019 evaluation.

Administration will create an evaluation time line for 2019 and check the Board by-laws for any necessary updates this time line creates.

ADJOURNMENT TO EXECUTIVE SESSION: Andel moved to adjourn to Executive Session pursuant to 5 ILCS 120/2 (c)(1) Employment, Compensation, Performance of a specific employee. Kinley seconded the motion. All voted yes via roll call vote; motion carried.

Committee adjourned to executive session at 7:50 p.m. and returned from executive session at 8:24 p.m.

RECOMMENDATIONS FOR BOARD ACTION: Approve the new Library Director evaluation form. Use the Management Association's 2018 compensation report as a guide to present a pay increase to the Library Director equivalent of half way between the recommended minimum and midpoint: \$112,881.60.

ADJOURNMENT: Andel moved to adjourn; Kinley seconded the motion. All voted yes via voice vote, motion carried. The Committee adjourned the regular meeting at 8:25 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Respectfully submitted,

Sharon Kinley
Chair of Personnel Committee