

Special Board Meeting 5/9/17

Started at 6:41 p.m.

Ended at 8:16 p.m.

Attendance: Mull, Kauth, Onan, Holmes, Driver

Purpose: To decide which evaluation form to use for Carol Dolin's 2016/17 evaluation.

Request Carol Dolin to redo her self-evaluation based off the 2015/16 board evaluation.

Rosemary would like clarification of when her voting privileges take effect. Can it be put in our Trustee statues.

Board want to interview the 9 Supervisors/Dept. Heads in regards to:

- Fiscal Management,
- Innovations & Improvements
- Board Relations
- Policy Development
- Personnel Management/Leadership
- Teamwork
- Community Involvement

Letter to be sent out by Beverly asking for available dates/times for meeting with 2 board members.

Continue with evaluation format of 2015/16 with several modifications. New stuff in red.

Evaluation 2016/17

Please give a numerical number in the space before each category.

3 - Exceeds Expectations: Director has gone beyond what you would expect.

2 - Meets Expectations: Director meets all or most of what you expect.

1 - Does Not Meet Expectations: Director is not working at a level acceptable to you.

0 - No Information: You have not had an opportunity to observe these behaviors.

_____ **Fiscal Management.** Develop & prepare the annual budget and related fiscal documents for the library board. Implement and manage the approved budget, monitor and control expenditures. Oversee the ongoing business operations of the library.

Comments:

Goals:

_____ ~~Short and Long-range Planning.~~ **Innovation and Improvement.** Coordinate all planning efforts of the staff and library board, to include: developing implementing and evaluating library services, building and maintaining a strong, balanced, up-to -date and useful collection of library materials and resources; and developing and implementing strategic planning cycles. **Actively participate in library resource organizations, ie ALA, ILA, CCS, RAILS, PLA.**

Comments:

Goals:

Board Relations and Policy Development. Provide regular reports to the board about the status of the library and its services, resources and usage. Attend and prepare background materials for **B**oard and **B**oard committee meetings, and provide information, counsel and advice on all matters that are considered. Recommend and help formulate policies and policy changes. Execute decisions of the **B**oard.

Comments:

Goals:

Personnel Management and Leadership. Provide for recruitment, retention, training, supervision, evaluation, motivation, and ongoing development of a highly effective, responsive, and service-oriented staff. Directly supervise and evaluate the performance of leadership team and other administrative staff. Direct and coordinate the efforts of the management team.

Comments:

Goals:

Teamwork: Teamwork is the capacity to interact and communicate effectively with co-workers for the common good of the staff and the library. A cooperative, non-competitive spirit, supportiveness, courtesy, and respect for the feelings, circumstances and perspectives of others all contribute to teamwork and staff cohesiveness. The Library Director must be able to inspire a team approach in others and thrive in such an environment. An ability to adapt to change and a willingness to accept direction and constructive criticism from the Library Board are also needed.

Comments:

Goals:

Community Involvement: Develops and encourages good staff and community relationships. Promotes a strong library presence for Zion-Benton Township. Establish effective working relationships with the community leaders and officials.

Comments:

Goals:

Next Special Board Meeting for June 6 @ 6:30 p.m. @ ZBLibrary