

**Executive Director Review Subcommittee of the Personnel Committee
Meeting Minutes
January 23, 2017**

1. CALL TO ORDER

At 6:10p.m. Trustee Hafez, Chair of the EDR Subcommittee called the meeting to order in the Library Board Room.

Committee Members Present: Blank, Caudill, Hafez

2. ADJUSTMENTS TO THE AGENDA

None.

3. PUBLIC COMMENT

None.

4. DISCUSSION OF THE PERFORMANCE REVIEW PROCESS FOR THE EXECUTIVE DIRECTOR

The following process was agreed by the consensus of the committee and will be recommended to the Board at the January 31st Board Meeting.

- a. Staff Feedback: The same form and process will be used as last year with signed feedback being submitted to the Board President. Feedback will remain anonymous to everyone other than the Board President. President Blank will meet with the Administration Staff at their Feb. 15th meeting to explain the process and answer any questions. The forms will be distributed to them at that time with a due date back by Feb. 24th.
- b. Board Feedback: The same form will be used as last year. This will be distributed to the Board on January 31st along with a discussion of the process and timeline. Feedback will be due back by Feb.17th.
- c. Compiled Feedback: President Blank will compile all feedback and review with the EDR Committee on March 14th at 6 p.m. The Committee will share the Committee's compiled information with the Board at the Regular Board meeting on March 21st.
- d. Finalize Evaluation: The EDR Committee will meet at 6 p.m. on April 3rd to provide the evaluation results to the Executive Director.

5. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL MATTERS UNDER 5ILCS 120/2(c)(1)

None.

6. ADJOURNMENT

With the consensus of the committee members present, the meeting was adjourned at 6:50 p.m.

Hanan Hafez, Chair of EDR Subcommittee of the Personnel Committee

Approved at the next Board Meeting of February 21, 2017