

ELA AREA PUBLIC LIBRARY DISTRICT
Executive Director Review Subcommittee of the Personnel Committee
Meeting Minutes
February 22, 2016

1. CALL TO ORDER

At 6:04 p.m. Trustee Caudill, Chair of the EDR Subcommittee called the meeting to order in the Library Board Room.

Committee Members Present: Blank, Caudill, Hafez

Staff Present: Executive Director Womack

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 March 15th Regular 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 March 9th 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 March 18th.
- b. Board Feedback: The same form will be used as last year. This will be distributed to the Board on March 15th along with a discussion of the process and timeline. Feedback will be due back by March 29th.
- c. Compiled Feedback: President Blank will compile all feedback and review with the Board at the Regular April Board meeting on April 19th.
- d. Finalize Evaluation: The EDR Committee will meet at 6 p.m. on April 25 to finalize the evaluation and 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 7:23 p.m.

Kathy Caudill, Chair of EDR Subcommittee of the Personnel Committee

Approved at the next Regular Meeting of March 15, 2016