



Personnel Committee

Meeting Minutes for

August 10, 2023

1. Call to Order: Chairperson St. Myers called the meeting of the McMillan Library Personnel Committee to order at 4:00 p.m.

2. Roll Call:

Committee Members:

Andrea Galvan	Elizabeth St. Myers	Scott Kellogg
Craig Broeren (Excused)	Karen Schill	Evan O'Day

Other Board Members:

Emily Kent	Susan Feith	Ryan Austin
William Clendenning	Kim Heniadis	

Administration: Katherine Elchert, Library Director

4. Introductions: Since the Library Board recently had two new members added, Evan O'Day and Emily Kent, introductions were done.

5. Year Plan for the Personnel Committee:

Director Review - Put the time in and do a thorough review. So we can give K. Elchert some good direction.

Policies - The first ones will be from the city, so there will be no or little change to them, and then will keep going with K. Elchert's guidance as to what she thinks would be best to do in what order.

Revising job descriptions - Started on Director and Assistant Director already, but may go back, and need to do the rest.

Redoing employee handbook - It's not a policy book, but there are some policies intertwined, and those need to be out. We will have a policy book and an actual employee handbook. No need to combine the two. Through E. St. Myers research, it was found that the handbook was developed after the union was started, so it was from the union handbook, some city policies, and lots of question marks.

K. Schill asked about a set time for the Personnel committee. It will be the second Thursday at 4pm, but will be reevaluated at the September meeting.

6. Director Review Form:

E. St. Myers believes whatever form we use, everyone should fill out. Including the staff, K. Elchert, and the Board. Survey Monkey would be a good way to do it anonymously for the staff. S. Kellogg likes a narrative, one to five grading scale is not really effective, and we want to give K. Elchert good feedback and goal setting so E. St. Myers asked C. Broeren for the school systems evaluation form for their employees. E. St. Myers adapted it a bit to fit the Library Board's needs.

Discussion on the form: E.St. Myers likes that it's broken down into sections and that there is a comment section. Some things are N/A, Newly Introduced, which work very well.

S. Kellogg, likes the categories because it's not as judgmental. It's more whether it has been accomplished or not, and then people can comment on their judgment, per se.

K.Elchert knows there are some things that will always be ongoing, so she can never fully accomplish them. She likes how there is an In Progress section... so this form allows some flexibility. And it's good to have an N/A since this is the first time the staff has been asked to do this. She can see not many or a lot of the staff filling it out, but it would be great if they did. K.Elchert really does want the staff's feedback since they are working with her every day. Nothing will be accomplished if she can't help the team do what they need to do. So if some staff can say on the form, I don't know because it's not really my expertise, that could be very useful in having the staff more comfortable filling out the form.

The goal is for the board to look at the staff who have commented or marked the same things, so we can see if a bunch of people are saying something is good or bad, we will be able to talk about it.

S. Kellogg, asked if the Board should do Survey Monkey too since it will compile it for E. St. Myers?

S. Kellogg liked the six month evaluation where K. Elchert had shared what she had done with the Board.

E. O'Day suggested this be added to the evaluation: What I set out to do and did with examples and what I set out to do and didn't with examples, so K. Elchert can reflect. It is more performance than goal setting, and it could be attached to just K. Elchert's form

The following changes will be done to the Director's Evaluation Form

Library Leadership instead of Education Leadership

All of the his/her will be changed to their

B6. Misnumbered, Switch to #5

C3. Split into two separate numbers.

D. For this section, E. St. Myers will include K. Elchert's six month goals that the Board had for her, so we can have a reminder when going through this section at her one year evaluation.

E5. is reflected in A4, so we can remove it from Business and Finance.

S. Kellogg if we keep it in both places then we can always take it out next year.

E.St. Myers decided that we will keep it for this year and look at it again for next year.

F1. Take out the words personal and.

F3. Maintains poise and conduct, not emotional stability.

F4 and F5. Combine 4 and 5, and put in; communicate in a clear and professional manner.

Begin to renumber the rest because of the above change.

For F6, now F5, change to; Maintains composure when faced with unexpected or challenging

F11. Get rid of completely

7. Scheduling for Conducting Annual Review of the Director: E.St. Myer sis thinking it will be more in October, since we have budget and solar coming up, so don't want to add director evaluation at this time too. A Survey Monkey will be sent to everyone. E.O'Day wants to make sure the staff knows that it isn't going to K. Elchert and that it's anonymous. K. Elchert will send E. St. Myers the staff directory of emails.



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8. Personnel Policies: Benefits:

Policies that we aren't going to change and will adopt directly from the city handbook:

Cobra

Deferred Compensation 457(b) Plan

Employee Assistance Program - This is something the library pays for too

Group Insurance

Retirement and Wisconsin Retirement System

Tuition Reimbursement

Workers' Compensation

A. Galvan thought some of the wording/titles would need to be changed, E. St Myers said that library employees are city employees, so even though some of the city's policy language doesn't fit exactly what the library has as some titles, it still works and will not need to be changed.

Motion by A.Galvan, seconded by S. Kellogg to send the above policies to the Board at the August Full Board Meeting for approval. Motion carried by unanimous vote.

W. Clendenning left at 5:27 p.m.

9. Items for Next Agenda:

Evaluation of Director

Go through more personnel policies

10. Adjournment: Motion by A. Galvan, seconded by S. Kellogg to adjourn. Meeting adjourned at 5:37 p.m.

Respectfully Submitted: Kim Heniadis, Secretary