

Freeport Public Library
Administration Committee Meeting Minutes

May 23, 2018

Meeting Called to Order: 5:00 PM

Present: Jim Ferrar and Jim Bienlien

Absent: Gwen Crow

The sole purpose of the meeting was to draft a Performance Appraisal for the Director, Emily Klonicki for the period January 29, 2018 to April 30, 2018

Items Reviewed:

- ✓ Performance Appraisal of prior director,
- ✓ Job Description of Director, Freeport Public Library,
- ✓ Library Director Expectation,
- ✓ List of Accomplishments prepared by Jim Ferrar,
- ✓ Three months of "Director Reports".

Decisions Reached:

- The categories to evaluate the Director were revised to:
 - Finance,
 - Management, Leadership, and Planning,
 - Board, Staff Development & Relationships,
 - Communications,
 - Community Relations and Professional Involvement, and
 - Customer Service.
 - Additional Comments, not graded, will be:
 - What does the Library Director do that you find most helpful or most effective?
 - What could the Library Director do that would improve her effectiveness?
 - What were the most important change/improvements/accomplishments this past reporting period?
- Jim Ferrar would take the list of Accomplishments and fit them into each of the appraisal categories,
- The resulting document would be presented to the full Board to assign grades (1-5) and to make any other recommendations to the final document.
- Jim Ferrar would also begin a draft of the expectations for the Director for FY 2019 utilizing the Goals prepared by the Director herself and input from the Board.

Meeting Adjourned at 5:45 PM

Prepared by;

Jim Ferrar, President, Freeport Public Library Board of Trustees