

BROADVIEW PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING MINUTES  
November 9<sup>th</sup>, 2011

**1-2. Call to Order/Roll Call:**

Committee Chair, Robert Jones called the meeting to order at 5:35 p.m.

Present: Trustee Robert Jones  
Trustee Jerome Reed

Also Present: Library Executive Melissa Gardner

Excused Absent: Trustee Teresa Tyson

**3. Introduction of Visitors:**

No visitors were present.

**4. Executive Director's Evaluation:**

The Director presented the committee with a new evaluation template which was used for SWAN. The committee decided to tweak this template, add goals and present it to the board at the November meeting. If accepted by the board they would have the Executive Director fill out the self-evaluation and the board fill out their evaluations of the Executive Director. The committee would then meet to compile the results and present the Executive Director's evaluation at the January meeting.

**5-6. Personnel Policy and Job Descriptions:**

The committee discussed the Executive Director's questions around the personnel policy and the staff job descriptions. They decided to contact the library's attorney to help re-write these documents. They also decided to recommend to the board that they give temporary employees holiday pay and will bring this to the board for a vote at the November meeting.

**7. Adjournment:**

Committee Chair Robert Jones moved to adjourn and Trustee Jerome Reed seconded the motion. The meeting adjourned at 6:40p.m.

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Trustee Robert Jones  
Committee Chair

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Trustee Jerome Reed