

MINUTES OF THE VIRTUAL SPECIAL MEETING
OF THE PERSONNEL COMMITTEE
NORTHBROOK PUBLIC LIBRARY BOARD OF TRUSTEES
June 28, 2021 at 4:00 p.m.

CALL SPECIAL MEETING TO ORDER

The special meeting of the Personnel Committee was called to order at 4:14 pm by Ms. Maura Crisham.

BOARD OF TRUSTEES ROLL CALL

The roll was called by Ms. Jennifer McGee

Trustees Present: Ms. Maura Crisham, Mr. Kayhan Parsi, Ms. Barbara Unikel

Trustees Absent:

Staff Present: Ms. Kate Hall, Ms. Laurie Prioletti, Ms. Jennifer McGee

Others Present:

APPROVAL OF THE AGENDA

Ms. Crisham asked for a motion to approve the agenda.

Mr. Parsi made the motion to approve the consent agenda. Ms. Unikel seconded the motion.

On a roll call vote, Trustees voted:

“Aye”: Ms. Crisham, Mr. Parsi, Ms. Unikel

“Nay”: None

PUBLIC COMMENTS

Ms. Crisham reported that there were no public comments as of 4:15 pm.

UNFINISHED BUSINESS

This being the first special meeting of the Personnel Committee, there was no unfinished business to discuss.

NEW BUSINESS

Discussion of process for evaluating the Executive Director

Ms. Hall provided an overview of the Open Meetings Act, followed by a discussion of the articles that Ms. Unikel provided. Ms. Hall explained the process of past evaluations which were mainly verbal. In the past 2 years, Ms. Hall utilized an outside non-profit organization, The Charmm’d Foundation to facilitate a 360* annual review. Ms. Hall found that the feedback from her manager 1:1’s and the feedback from the 360* to be very helpful to improve as a leader. She also stated that the coaching and training she received from The Charmm’d Foundation to be beneficial.

After further discussion, the committee agreed that the Executive Director should receive a written annual evaluation from the board. The Committee will work with the Executive Director to determine categories and measurable goals. Categories will be reflective of essential job functions while goals (what is to be achieved) will be fluid from year to year. The Committee decided to incorporate the strategic plan and high focus initiatives within the library and the community such as EDI and Climate Action Plan (CAP), to help determine categories and to set goals. The Committee agreed that it would be helpful to look at other Executive Director evaluations and goals from area libraries and other non-profit organizations.

Next Steps

The Committee agreed that the next step would be to gather samples of other governmental Executive Directors evaluation samples. Ms. Prioletti, Human Resources Manager, is to reach out to other libraries to get their Executive Director evaluation forms. The Committee will meet again in August to review sample evaluations, discuss the Executive Director evaluation format and to set up a timeline for future evaluations.

ADJOURN

There being no further business to discuss, Ms. Crisham declared the meeting adjourned at 5:04 pm.

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

Maura Crisham

[Maura Crisham \(Oct 14, 2021 16:32 CDT\)](#)

Ms. Maura Crisham, Board Officer

Jennifer McGee

Ms. Jennifer McGee, Recorder

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Special Meeting Minutes 06.28

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