



**Board of Library Trustees
Director Evaluation Committee**
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
November 18, 2022, 9:30 am

Minutes

1. Call to order

Committee Chair Snyder called the meeting to order at 9:33 a.m.

2. Roll call

Upon roll call, Trustees Snyder and Jefferson were present.

3. Introduction of visitors

Assistant Director Gardner was present.

4. Review and discussion of director evaluation process

- a. Review Executive Director (ED) job description, ED goals, strategic plan, and evaluation tool.
- b. Draft 2022 evaluation timeline. The following draft timeline for the 2022 evaluation cycle was agreed upon. The party responsible for each action item is shown in boldface after the date.
 - i. (done before 11/18) Director Evaluation Committee (DEC) provides ED with 2022 evaluation form that will be used by Trustees.
 - ii. (done before 11/18) ED submits self-eval and 2022 goals to the DEC.(done)
 - iii. **11/18 Fri DEC** sets remaining timeline dates. (these minutes)
 - iv. **11/20 Sun DEC** updates the evaluation form to include 2022 ED goals.
 - v. **11/18-20 DEC** reviews ED submission.
 - vi. **11/21 Mon DEC** emails 2022 evaluation form and ED's self-eval to the Trustees, requiring response by 12/2 Fri (happened 11/18 in 2021, with 11/30 response deadline)
 - vii. **12/2 Fri All Trustees** have returned 2022 evaluation forms to the DEC.
 - viii. **12/9 Fri DEC** emails collated & anonymized trustee evaluation forms to Trustees and ED.
 - ix. **12/10-12/20 HR** prepares documentation regarding compensation options and sends to DEC.

- x. **12/20 Tue 7 pm Regular December Board Meeting.** Closed session at Dec board meeting to discuss evaluation results and compensation. As was done last year, board will start closed session with ED present, then dismiss ED for discussion of compensation, then bring director back for results before exiting closed session.
- c. There was discussion of delaying some of the above dates if DEC needed clarification from ED on any self-evaluation items.

5. Other business

None.

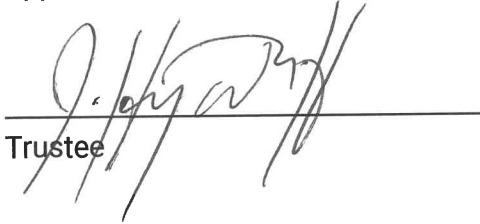
6. Date of next meeting

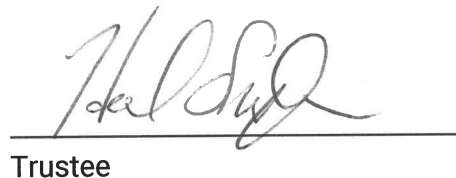
No further meeting of the Director Evaluation Committee is planned this year.

7. Adjournment

Committee Chair Snyder adjourned the meeting at 9:57 a.m.

Approved on: 12-20-23


Trustee


Trustee

Prepared by: Hal Snyder