

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: July 7, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (Chair)
John Phillips
Gregg Zientara
Paula Heinkel
Keyria Rodgers (sworn in 7/21/2016)

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent:

Call to order

Mr. Sorensen called the meeting to order at 4:41 p.m.

Agenda

Motion to approve the agenda made by Mr. Zientara, seconded by Mrs. Heinkel, unanimously approved

Minutes

Motion to approve June 2016 minutes made by Mr. Zientara, seconded by Mrs. Heinkel, unanimously approved

Old Business

None

New Business

City Librarian Evaluation and Goals

Mr. Sorensen announced that he'd met with the Director Meyer to review the Board's comments about his evaluation. He and Director Meyer discussed setting future goals for his evaluation. Mr. Sorensen said one of the issues brought up by Director Meyer, is the need for more staffing. Mr. Zientara said they had recently restored hours, but he asked if the library was still short staffed. Director Meyer discussed the area where the library was short staffed. There was discussion about the hours. Mr. Meyer stated that he thought they would need more data before

he could compile a good evaluation of the effect of the increase in hours. Mr. Sorensen announced that Director Meyer had prepared seven goals for the board to review. Mr. Phillips stated that he would like an inventory of staff at some point, as they went forward with development of objectives and goals attached. Mr. Zientara gave his thoughts on staff development. There was discussion about evaluations and staff development. Mr. Sorensen discussed job audits and job responsibilities. Mr. Phillips stated that they should prioritize the goals mentioned. There was more discussion about goals and objectives. Mr. Phillips stated that it seemed that the consensus was that, the board recommended that Director Meyer take another cut at goals 2, 5, 6 and 7. He said they could use quarterly benchmarks to gauge the progress. He said they should probably add number 3 also. Mr. Phillips said he thought a least one of the goals was partially the board's responsibility. Mr. Zientara said that he thought the implementation would primarily depend on the director. Director Meyer said he would have something prepared before the next Personnel, Public Relations and Policy meeting. Mr. Zientara asked if they should tie the goals to the fiscal year. Mrs. Heinkel said, she thought they should tie it to the wage year. Mr. Phillips said the evaluation year could start in June. There was discussion about procedures. Director Meyer discussed procedures, past history and the progression since his tenure. Mr. Sorensen gave a summary of what goals they should address, goals 2,3,5,6 and 7. Director Meyer discussed the options for going forward with the strategic planning. There was discussion about going forward with the planning process for the strategic planning. There was discussion about the options available. Director Meyer updated the board on the progress of filling the current vacancies in the Circulation department and the new Local History department.

Meeting Adjourned

Motion to adjourn by Mr. Phillips, seconded by Mrs. Heinkel, unanimously approved
Meeting adjourned at 5:35 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/4/2016