



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES PERSONNEL
COMMITTEE MEETING
September 17, 2018**

PRESENT: Tom Krueger, Bridgette O'Connor

ABSENT: Laurie Braun

STAFF: Charity Gallardo

VISITORS: None

Meeting called to order by O'Connor at 6:03pm.

Public Comments on the Agenda: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Goals and expectations for new director:

The Committee discussed with Charity Gallardo the process for her performance evaluations as Executive Director. The Committee will lead the 90 day evaluation, which will occur sometime around Nov. 6. That evaluation process will be less formal, and the Committee will report out to the following full Board meeting and invite further discussion as desired. A more formal review, likely using forms similar to those used in the past, will occur during the Library's annual employee review cycle in February 2019.

As part of the February 2019 review process, the Executive Director will also suggest a more detailed framework for performance objectives for the following year. The Executive Director's primary initial focus includes implementing the construction plan, maintaining momentum on strategic plan implementation, and getting to know the staff and the community and understand their needs.

There were no public comments regarding matters not on the agenda.

Meeting adjourned at 6:21pm.

Respectfully submitted,
Thomas Krueger