

HENRY PUBLIC LIBRARY
Personnel Committee Meeting
May 16, 2016
6:30 p.m.

Present: A. Anderson, Hunt, Nauman, Owens, and Wild

- I) **Call to Order:** The meeting was called to order by Owens at 6:33 p.m.

- II) **Annual Librarian Review:** Wild presented Performance Goals for FY15/16 (See attached). Wild was asked to leave while the committee discussed and completed the “Library Director Evaluation Form for Board Members.” Wild returned and this form was reviewed with her. Wild was asked to send a copy of her goals for FY16/17 in the next trustees meeting packet.
 - A. The “needs improvement” category was changed to “Concerns.”
 - B. Exceeds Job Standards for Administration, Job Knowledge, Facilities, Institutional Commitment, Professional Activity
 - C. Meets Job Standards for Planning, Decision Making, Effectiveness in Dealing with People and Board, Communication Skills, Adaptability
 - D. Concerns for Administration, Initiative (completing tasks in a timely manner), Programming (summer reading program needs revamped and fall programming needs scheduling)

- III) **Raise Recommendations:** The committee assessed the salary for Wild in years past and the change in cost for health insurance coming in July 2016. The Personnel Committee recommends a two percent raise for Wild, with the additional cost of health insurance making a complete salary package, and a three percent raise for all other library employees.

- IV) **Hiring Checklist:** This discussion was postponed until the next Personnel Committee meeting.

- V) **Owens adjourned the meeting at 7:47 p.m.**