

DRML PERSONNEL COMMITTEE MEETING
October 12, 2015, 2:00 PM

Present: Anne Exler, Bev Frank, Holly Hall, Ann Messier, Lauren Montgomery-Rinehart

1. We discussed proposed changes to the director evaluation process. Lauren will prepare a second draft of the data collection tables that Holly will use. We reviewed the agenda for the interview that will begin the process next year.

2. We started planning for an annual staff recognition event. This will be a chance for the Board and staff to get better acquainted and for us to thank the staff. The staff has indicated that they would like a social get-together to be held at a site other than the library. We decided to hold a potluck event, with the Board providing the refreshments, during the winter, probably in late January. Bev will be in charge of planning and will discuss details with the Board at the November meeting.

3. The results of the staff survey have just been collected and Lauren will compile the comments. The participation rate was 100%.

4. In preparation for a review of job descriptions, Holly will email existing job descriptions to all committee members. Everyone should read through them before our next meeting.

5. Our next meeting will be Monday, November 23 at 9:30 AM in the meeting room.