

Minutes of the Meeting of the Human Resources Committee of the Board of Library Trustees of the Village of Carol Stream

**Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188**

Date: May 29, 2019

Time: 7:00 p.m.

Location: Glenside Public Library Board Room, 25 E. Fullerton Ave., Glendale Heights, IL 60139

1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 7:00 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Berryman-Gilliam, Lynch, Olson, Patel and Sheikh

Absent: Trustees Larimer and Jourdan

3. Review of Director Evaluation Materials

Background Information:

The Committee reviewed a variety of Library Director evaluation forms from different public libraries.

4. Development and Updating of Director Evaluation Process

Background Information:

Following the review it was determined that the development of the new Director evaluation form would include the following categories:

1. Relationships with Board
2. Business and Finance
3. Community and Professional Relationships
4. Strategic Management
5. Culture Awareness/Diversity
6. Innovation/Improvement

The Committee also discussed including competencies in the job description that is done with Library staff for consistency. The Committee stated they wanted to discuss this piece with Director Susan Westgate.

The board discussed whether or not the evaluation would be electronic or paper, but nothing was decided as final.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 8:14 p.m.

June 19, 2019
Approved (date)

Mansi Patel, Secretary
Library Board of Trustees