

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resource Committee
December 2, 2020

A meeting of the Mead Public Library (MPL) Human Resource Committee was held on Wednesday, December 2, 2020 in the Rocca meeting room. The following Committee members attended remotely: Kathie Norman, Mead Public Library (MPL) Human Resource Committee Chair, Committee members Meg Albrinck, Maeve Quinn, and Nancy Mannchen. Staff present: Library Director, Garrett Erickson and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 3:04 p.m., Norman determined that there was a quorum.

1.2 APPROVAL OF MINUTES – 11/13/2020

Mannchen **moved** to approve the minutes from the November 13, 2020 Human Resource Committee. Albrinck **seconded**. The motion **passed**.

2. CLOSED SESSION

2.1 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85(1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.

Quinn **moved** to go in to closed session. Albrinck **seconded**. The motion **passed**.

3. UPCOMING MEETINGS

3.1 NEXT MEETING DATE: AS NEEDED

4.. ADJOURN

4.1 MOTION TO ADJOURN Norman **moved** to adjourn the meeting. Quinn **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 3:23 p.m.

Generated by Sydney Mehn on Friday, December 4, 2020

Library Director Evaluation Survey

On a scale of 1 to 4 (**1-Improvement needed; 2 –Fine; 3 – Very Good; 4 – Outstanding**), please rank Garrett Erickson’s performance in the last year. If you feel unable to provide a ranking based on insufficient knowledge, please respond with NA.

Ranking:

1. Works with the Board and the management team to develop strategies for achieving strategic goals and financial sustainability. _____
2. Recruits and retains competent staff. _____
3. Demonstrates quality of analysis and judgment related to opportunities and the need for changes. _____
4. Uses knowledge of major developments and trends in the library field and in the local community. _____
5. Establishes ambitious but realistic goals for excellence and impact; maintains and adapts programs with initiative and impact. _____
6. Serves as an effective spokesperson for Mead Public Library. _____
7. Leads Mead Public Library in maintaining a climate of excellence, accountability and respect. _____
8. Develops a realistic budget and monitors it throughout the year. _____
9. Establishes positive relationships with stakeholders (ie, City of Sheboygan Administration, Monarch Library System, Mead Library Foundation Board, Friends of MPL, etc.) _____
10. With the Board Chair, appropriately involves the Library Board in decisions. _____
11. Sees that Board is fully informed in a timely way about Mead Public Library’s condition and important factors which impact it. _____
12. Provides effective, decisive, and honest leadership in times of crisis. _____
13. Supports the library staff with transparency and clarity. _____
14. Develops and implements a strategic marketing and communications plan to broaden awareness and strengthen Mead Public Library’s image. _____
15. Please comment on **any area** where you believe Garrett Erickson has done exceptional work **and/or** where you would like to see him devote more time.
