



Illinois Heartland Library System

Personnel Committee Minutes June 10, 2014

Meeting was called to order at 10:03 AM by Karen Bounds.

Committee members present at the meeting include Karen Bounds, Linda McDonnell, Valerie Green, Erin Steinsultz and Jacob Roskovensky. Also present, was Kathy Jackson, IHLS staff.

Roll Call

Erin Steinsultz motioned and Jacob Roskovensky seconded to accept the May minutes as written. Motion carried.

Unfinished business included a discussion of the Executive Director's evaluation. Director Evaluation, received 15 forms. Discussion was held and procedural recommendations and goals made for going forward.

- a) Executive Director should give more detail of her role in staff development/accomplishments.
- b) Executive Director notify Board of critical issues involving Management level or above within 48 hours.
- c) Board members remain objective, give details and a possible solution.
- d) Suggest Board members maintain an evaluation diary; quarterly check-in to determine if ED is on track for accomplishing goals.

New Business- None.

Announcements:

Linda McDonnell reminded us of Annual Meeting in Du Quoin, Illinois on 6/16/14 at 5 PM, main meeting at 6 PM.

Jacob Roskovensky motion, Erin Steinsultz seconded, Motion carried. Meeting adjourned at 10:58 AM.