

MEETING MINUTES
SUPERIOR PUBLIC LIBRARY BOARD OF TRUSTEES
PERSONNEL COMMITTEE
October 11, 2023

A meeting of the Library Board was convened on Wednesday, October 11, 2023, in the Board Room of the Superior Public Library, 1530 Tower Ave., Superior, Wisconsin. This meeting was held in compliance with the statutory requirements of the open meeting law. There was an option to attend online.

1. Committee Chair Erin Schilling called the meeting to order at 5:42 p.m.
2. APPROVAL OF THE COMMITTEE MINUTES: May 2, 2023
 - A. Jim Purvis moved to approve minutes of the May 2, 2023 meeting. Acacia Nikoi seconded. Passed.
3. DRAFT UPDATE OF LIBRARY PAGE JOB DESCRIPTION
 - A. Acacia Nikoi moved to recommend the board approve the Library Page job description with amended changes. Seconded by Jim Purvis. Passed.
 - B. Acacia Nikoi moved to recommend filling the position as soon as the library board approves the Library Page Job description changes. Seconded by Jim Purvis. Passed.
4. LIBRARY DIRECTOR EVALUATION PROCESS AND TIMELINE
 - A. Discussion about process to incorporate feedback from the management level staff to be included in the Director Evaluation. The committee will meet in the spring to further this possibility.
 - B. Nov 8 board meeting provide the board with the evaluation form. Due by November 15. Personnel Committee review on November 28. Evaluation with Sue Heskin on December 7 at 5:00.
5. DRAFT UPDATE OF DIRECTOR EVALUATION FORM
 - A. Jim Purvis moved to trial the alternate director's evaluation form presented at the meeting for the 2023 evaluation, leveraging the director's goals for the current year. Acacia Nikoi seconded the motion. Passed.

The meeting adjourned at 6:53. Next meeting scheduled for November 28, 2023 at 4:30.

Submitted
Acacia Nikoi, Secretary