

Arrowhead Library System
Personnel Committee Meeting
May 30, 2012

Minutes

Chair Rich Bostwick called the meeting to order at 4:32 PM.

Present: Rich Bostwick, Eloise Eager, Jose Carillo, Bill Wilson, Bryan McCormick, Kristi Howe

Guest: Rock County Human Resources Manager Dave O'Connell

Approval of Agenda: Eager moved approval of the agenda, seconded by Bostwick, passed unanimously.

Approval of the Minutes of the May 14, 2012 Meeting: Wilson moved and Eager seconded the approval of the minutes of the May 14, 2012 meeting with the following correction:

WIPUBLIB should read WISPUBLIB.

Passed unanimously with correction.

New Business:

- a. **Search for New Director** – The committee reviewed the timeline and strategies for the new director search. It was decided that the job should be advertised for one month following the acceptance of the new job description. The job will be advertised on a regional basis using WISPUBLIB, and other similar listservs maintained by library associations and organizations in Iowa, Illinois, Minnesota, and Wisconsin. Advertising should start as soon after the job description is in place and a salary range has been set. Advertising should continue for at least a month with the potential for extending the search based on response. Applicants will submit electronically through the County so that the Human Resources Department can maintain a record of applications. The Human Resources Department will then pass applications on to the ALS Personnel Committee members. Consensus was reached on this approach.
- b. **Evaluation/Adjustment of Director's Job Description** – The committee discussed the draft job description and made a series of changes both in the prioritization of tasks and the distribution of percentages. The Human Resources manager recorded these and was asked to submit a revised draft prior to the next meeting of the next meeting of the Personnel Committee. The intent is that the job description will be voted on at the next

meeting and that a salary range will also be set at that time. Consensus was reached on this course of action.

- c. **Director's Evaluation Process** – Consideration of changes to the evaluation process for the director was tabled since a typical evaluation will not be conducted with the outgoing director. However, it was decided that an exit interview should be conducted. Consensus was reached that County Human Resources rather than ALS Board members should conduct the exit interview to ensure that the Director feels free to share her thoughts.

Other: There was no other business.

Adjournment: Wilson moved and Bostwick seconded a motion to adjourn at 5:18 PM. Passed Unanimously.