

Hartland Public Library
Board of Trustees
Personnel Sub-Committee Minutes
Approved Minutes
October 25, 2022, 6:00pm
153 US Route 5, Hartland, VT 05048

Present: Dana Jacobson-Goodhue, Sarah Stewart Taylor, Becca Warren

I. Meeting called to order at 6:14

II. Scheduled Business

A. Discussion of Director Evaluation

The committee discussed various methods for evaluating the director. We agreed on a new form for board evaluation and the director's self evaluation and a process for evaluation. The director and board members will fill out the form and then the board chair will meet with the director to discuss the evaluation.

II. Discussion of Trustee Job Descriptions

We decided to use Article III of the board of trustee's bylaws to create a board of trustees' mission statement and job descriptions. Anyone considering running for the board of trustees is welcome to talk to current board members and to attend board meetings.

B. Finalize Philosophy and DEI statement

The committee voted in favor of placing the town's Welcoming Statement on the library's website and also to include the personnel committee's philosophy statement in the employee handbook. Sarah moved, Becca seconded and Dana, Sarah, and Becca voted in favor. We will present at the November board meeting and ask for a vote.

Meeting adjourned at 7:50 p.m.
Submitted by Sarah Stewart Taylor