

# **SUGGESTIONS ONLY**

## **PERSONNEL COMMITTEE**

### **Annual Review Process for the Library Director**

- Two Fall Personnel Committee Meetings
  - Review the previous year's annual review process for the Library Director.
  - Develop a new annual review process with criteria (goals and objectives) to present to the Board for approval at the beginning of the new fiscal year.
  - Review the Library Director's job description. Is this still an accurate representation of job duties? How much time is spent on each of these duties? Is the review process in line with the Library Director's job description?
- Two or Three Spring Personnel Committee Meetings
  - Conduct the Annual Review Process for the Library Director.
    - Distribute and then collect from all Board members in the Spring their personal evaluation of the Library Director
    - Compile all Board member evaluations of the Library Director
    - Make recommendations at the end of the fiscal year for any salary adjustments for the Library Director for the upcoming fiscal year.

### **Other Potential Responsibilities:**

- Overview of PRL Organizational Structure & Advocate for formation of new, needed FT positions for approval of the full Board
- Serve as the nominating committee to nominate Board members for Board Chair, Vice Chair, Secretary; and to nominate Board members as Committee Chairs for the Finance Committee and the Personnel Committee.
- Develop other ways to conduct reviews - 360° evaluations, exit surveys, etc.
- Evaluate the annual review process for all employees of PRL
- Look at the Library Whistleblower Policies for financial waste/abuse, harassment, intimidation, etc.?
- Develop contract for Library Director.

## **FINANCE COMMITTEE**

- Oversee Annual Audit Process & Timeline
- Assist Staff with development of Budget
- Assist with presenting Budget Requests to Local Governments. Report progress back to full Board.
- Monitor compensation to keep in line with other Regional libraries
- Educate board on financial issues - State & federal aid, Budget Increases to governing bodies, companies with ongoing contracts with PRL - Documents to pass on this institutional knowledge to board members
- Work together with Director on Reserve Fund - make sure allocation are in alignment with long-range planning and presented to full Board.
- Access to financial statements (bank, brokerage, etc.) for oversight
- Receive explanations for expenses over a certain dollar amount (i.e. \$10,000 or whatever amount is determined by the board)
- Compile information on companies with contracts with PRL and provide information to the Board
- Accept gifts on behalf of the Board and initiate thank you from the Board
- Understand and oversee the overhead expenditures for the organization (i.e. headquarter expenses/personnel expenses/etc.) and give recommendations to the board

## **EXECUTIVE COMMITTEE – Where Should These Tasks Be Placed**

- Long-Range Planning
- Yearly Board Survey
- Board Training Plan – Handbook