

Pamunkey Regional Library Board of Trustees
Personnel Committee

August 3, 2021, Business Meeting Minutes

Hanover Branch Library, 10:30 am

The meeting was called to order at 10:30 am. In attendance were Mary Shipman (King William Co.), Patricia Simpkins (King & Queen Co.), Barbara Young (Goochland Co.), Julie May (Hanover Co., Chair), and Library Director, Tom Shepley.

The Minutes of the Personnel Committee Meeting of June 28, 2021 were made available to the attendees. Because only one member of the Committee was present for that meeting, no vote was made to approve the minutes.

Old Business

The group considered the difficulty of performing a careful annual review of the Library Director, bringing the results to the end-of-year Board of Trustees Meeting, and then providing a forum for discussion of the review and the review process by the Trustees, the Director, and the Personnel Committee by June 30th of each Fiscal Year. We agreed to try to change the Review Date to early May, considering the performance of our Director through April 30th, 2022. This will provide additional time to complete a careful review before Trustees terms end, and decompress the Director's June schedule, which is always busy with end of year responsibilities.

The group then began to revise the draft of the "Director's Goals and Project Initiatives for Fiscal Year 2022" document. Attempts were made to make the Deliverables clear and measurable by the Board of Trustees.

New Business

Scheduling the Spring 2022 Personnel Committee Meetings

Nominations for Board Positions will need to be developed between April and June 15th. No meeting date was scheduled.

Performance Review Meeting will need to be scheduled in May, after the Trustees have evaluated our Library Director's performance. We did not set a date for this meeting; a January mid-year meeting of the Personnel Committee was suggested by Library Director Tom Shepley. No objections to a January meeting were made. The possibility was raised of reviewing the

process of the annual performance review by gathering written reflections and suggestions during June, to avoid a Personnel Committee meeting during a busy month.

The members of the Personnel Committee agreed to reconvene on Tuesday, August 31, 2021, at the **Atlee Library Branch** (2nd Floor Crenshaw Conference Room), at 10:30 am, to agree upon the text of the “Director’s Goals and Project Initiatives for Fiscal Year 2022.”

The meeting was adjourned at 11:35 am.

The Mission of the Pamunkey Regional Library is to enhance the quality of life in our communities by providing free access to information, promoting reading enjoyment, nurturing lifelong learning and providing places for people to interact.

Minutes respectfully submitted by Julie May

Minutes approved by Personnel Committee on August 31, 2021.