

Pamunkey Regional Library
Personnel Committee Meeting Minutes
August 31, 2021 at the Atlee Library Branch

The Personnel Committee Meeting was called to order at 10:30 am. Mary Shipman of King William Co., Patricia Simpkins of King and Queen Co., Barbara Young of Goochland Co., and Julie May (Chair) of Hanover Co. were present. Trustees were thanked for attending a second meeting in August to conduct committee business.

The Minutes of the Committee's meeting on August 3, 2021, were reviewed for accuracy. Barbara Young made a motion to accept the Minutes as presented. Patricia Simpkins seconded the motion. The motion passed by voice vote.

Old Business

The group reviewed the draft of the Director's Goals and Project Initiatives for Fiscal Year 2022, and made a number of additional changes, to simplify the language and clarify the deliverables we may be asking our Director to provide this business year. After working through the entire document, we agreed to present the revised document to the Board of Trustees and Director to be considered at the September 22nd Board Meeting.

New Business

Committee Recommendation: Change the Evaluation Schedule

Barbara Young made the following motion:

"In order for the Pamunkey Regional Library (PRL) Board of Trustees to provide an accurate and timely annual performance review of the PRL Director, the review shall be conducted before the end of each Fiscal Year.

In 2022, the Trustees will evaluate the Director's leadership of the Library from July 1, 2021 to April 30, 2022, and complete the final review report by May 31, 2022."

The motion was seconded by Patricia Simpkins, and approved by voice vote.

Committee Recommendation: Present the Revised Director's Goals and Project Initiatives for Fiscal Year 2022 document to the Board of Trustees for consideration.

Patricia Simpkins made the following motion:

"Once the committee has reviewed and approved the "**Director's Goals and Project Initiatives for Fiscal Year 2022**" document (by email) to verify the revisions to which it agreed, the Personnel Committee shall provide it to the full Board of Trustees for Consideration."

Mary Shipman provided a second for the motion. Motion was approved by voice vote. Looking ahead to the Committee's work for the spring of 2022, we agreed to set up meeting schedules after January 1, 2022.

Spring Tasks:

Distribute in April and collect in early May the Trustee performance evaluations of our Library's Director. Prepare a summary report for the Director and the Board of Trustees in May, 2022.

In April, May and June, prepare Nominations for the **Board Officers and Committee Assignments** for Fiscal Year 2023. Coordinate the voting process with the Chair of the Library Board.

Receive suggestions for improving the Director's Goals and Project Initiative's instrument and summary report at any time.

Having concluded the day's work of the committee, the meeting was adjourned between 11:15 and 11:30 am.

Draft of the Minutes respectfully submitted by Julie May.