

Guernsey County District Public Library
Personnel Committee of the Board of Trustees
Dec. 5, 2022

The Personnel Committee of the Board of Trustees of the Guernsey County District Public Library met in regular session at 4:00 p.m. on December 5, 2022, at the Crossroads Branch.

Trustees present: Kathy Warhola, Cathy Koscoe, and Sheila Ellenberger

Library employees present: Michael Limer, Ada Myers and Jennifer Jacobs

There was one member of the public.

Myers shared the Performance Evaluation. Warhola suggested adding an initial evaluation at 90 days to correspond with the end of the probationary period and some option for self-evaluation. Ellenberger discussed the possibility of a welcome packet.

Myers discussed the evaluations for those covered by the bargaining unit and administrative staff. Warhola suggested establishment of tangible “measurables” and establishing goals in the evaluations. Ellenberger suggested the use “N/A” to supplement numbering.

Myers discussed the coaching plan. Warhola suggested using a timeline in the plans. Koscoe led a discussion on when coaching plan turns into written warning. Ellenberger inquired about when to do annual evaluations: anniversary date or certain time of the year with Myers suggested the early part of the year.

Limer led discussion on tuition reimbursement plan.

Limer will gather more examples of director evaluations for the committee to consider.

Jacobs discussed fiscal officer. Warhola suggested a numbering system and space for comments to be consistent with the evaluations created by Myers.

Limer will try to organize another personnel meeting.

Adjourned at 4:48 p.m.