

**Highwood Public Library Board of Trustees Special Meeting
April 27, 2015**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Nora Loreda, Catherine Regalado, Elizabeth Van Arsdale;
Absent: Laurie Lenzini

Ms. Hospodarsky called the meeting to order at 7:00 pm.

Public Comments – None

Summary of Special Staff Meeting (Mission Possible) held Saturday April 25

President, WPDI trainer, and director presented to staff to wrap up interpersonal skills training and move to next phase of workplace development, performance skills. Each staff member received a personal folder. Included were job descriptions and a performance review template. The trainer's presentation will be added to the shared drive. Staff feedback to board was solicited, and staff requested a board representative attend the staff meetings. One-on-one meetings between director and staff for performance evaluations and individual goals will occur within 2 weeks. They will meet again in 2 months to review progress.

Discuss strategic planning session with Director and staff

This planning will begin with board and director, and then staff feedback will be solicited. A staff meeting with board present will start a dialogue on mission statement.

Discuss format of director evaluation process

Director started August, 2012, had a 6 month evaluation in May, 2013, and an annual evaluation in November, 2013. In January, 2014 the director and president reviewed focus areas of communication, staff meetings, training sessions, procedures, maximizing staff time, and creation of brief staff survey. WPDI was hired in summer of 2014 and evaluations were postponed while training was ongoing.

Director will do self-evaluation and goals for next year. Personnel committee will conduct director evaluation in mid-May.

Ms. Hospodarsky moved and Ms. Regalado seconded to enter Executive Session related to 5 ILCS 120/Sec 2(c) 1.

Executive session entered at 8:09 pm

Meeting called back to order at 9:48 pm

Action items coming from executive session

Ms. Lenzini will review audio of executive session file in preparation for Personnel meeting.

President will look for staff meeting minutes, also review procedure manual.

Ms. Hospodarsky moved and Ms. Regalado seconded to adjourn.

Meeting adjourned at 9:50 pm.