

Highwood Public Library
Personnel Committee Annual Report for FY 2012

Personnel Committee Members:

Lucy Hospodarsky, Trustee; Laurie Lenzini, Trustee; Ferguson Mills, Staff Member

The Personnel Committee's main objective for FY12 was to make sure that staff and Director evaluations were completed. This would be a first for the Highwood Public Library.

For the Director, a 90 day evaluation was completed by each Board member, compiled by the Personnel Committee, and administered to the Director by the Personnel Committee.

The Personnel Committee, in conjunction with the Director, established a timeframe for completion and administration of Staff evaluations. The evaluations were to be completed in February 2012. However, the Director resigned in November so Staff had no evaluations administered during FY12.

The Personnel Committee recommended, and the Board approved, the creation of an "Interim Operations Manager" position and accepted the offer from staff member Ferguson Mills to take on the duties of Interim Operations Manager at no additional salary. Mr. Mills played a key role in assisting the President with managing the day to day operations of the library in the absence of a Director.

The President and Vice President performed an exit interview in November with Director Molaro to obtain feedback regarding library operations and recommendations for improvements.