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Racine Public Library Board of Trustees Personnel Committee **APPROVED Meeting Minutes**

Date: March 1st at 4:30 pm via Zoom

Members present (via Zoom): Melissa Krapelian, Chris Terry, Sue Trottier, Tracy Austin (Board President), Angela Zimmermann (Executive Director), and Dan Schultz (Business Manager)

1. **Call to Order.** Meeting was called to order at 4:31 pm
2. **Introductions.** There were not any introductions.
3. **Comments from the Public.** No comments from the Public.
4. **Approval of February 2nd Personnel Committee Meeting Minutes.** Sue Trottier made the motion to accept the minutes from the February 2nd meeting. Melissa Krapelian seconded. Motion carried.
5. **New Business (Discussion / Action Items)**
 - a. **Executive Director's 2021 Goals – Discussion / Action:** Sue Trottier made the motion to accept the Executive Director goals as presented. Melissa Krapelian seconded. Motion carried. The goals were based on feedback from the Board, suggestions made from the Executive Director, and are to include an additional point in relation to the partnership with the RPL Foundation. The goals will go before the full Board at the March meeting. After six months, the Executive Director will hold a 'check-in' with the Personnel Committee to review the progress of the goals.
 - b. **Evaluation Tools and Timeline to be utilized for Executive Director's Performance Evaluation – Discussion / Action:** Discussion was had about the current evaluation process and timeline. Angela to bring back to the Personnel Committee other methods and evaluation tools used at other libraries to provide a reference point.
6. **Referral Items.** None.
7. **Confirmation of Next Meeting.** April 22nd at 4:30 pm – Annual Investment Review
8. **Adjournment.** Sue Trottier motioned to adjourn at 5:13 pm. Chris Terry seconded. Motion carried.