

**FREMONT PUBLIC LIBRARY
PERSONNEL COMMITTEE MEETING
09-26-2024 MINUTES**

1. The personnel committee meeting was called to order at 6:30 pm
2. Committee Members Present: Trustee Smogor, Trustee MacKay, Trustee Kasten. Also present: Director Long, Business Manager Tovar
3. There was no public comment.
4. The Director's evaluation process was outlined, detailing that evaluations will occur twice a year. In February, the Director will complete a self-evaluation, followed by the board's evaluation, with results compiled by the Business Manager. In March, the Personnel Committee will review these evaluations, meet with the Director to discuss feedback, and set goals for the upcoming year. Compensation discussions will take place privately, and the findings will be reported to both the Director and the full board. The committee will reconvene in August or September to assess progress on goals, potentially conducting another evaluation. Guidelines for compensation will link directly to evaluation scores, with specifics on raises based on performance levels.
5. Meeting adjourned at 7:00 pm

Approved

/S/ Sharon Smogor

10/17/2024