**Fargo Public Library Board of Directors**

**Library Director’s Annual Review Committee**

**Minutes for Wednesday June 30th, 2021**

**Sky View Commons Room and Virtual**

**200 N. 3rd St., Fargo ND 58102**

**Committee Members Present:** Mary Batcheller, Scott Beaulier, Rachael Steenholdt

**Staff:** Tim Dirks

**Others Present:** Michael Redlinger, Jill Minette

President Mary Batcheller called the meeting to order at 9:01AM.

**Order of Agenda**

A motion was made by Mary Batcheller to approve the Order of the Agenda. Scott Beaulier seconded the motion; motion carried.

**Approval of the Minutes of April 22nd 2021 Meeting**

A motion was made by Mary Batcheller to approve the minutes. Scott Beaulier seconded the motion; motion carried.

**Old Business**

None

**New Business**

**Discussion of Recommendation to the Library Board**

The following recommendations were identified:

* 1-2 months prior to Director's review with city administration, Library Board members will be invited to complete the Department Head Performance Review feedback form and submit it to city administration.
* City administration conducts Director's review according to city policies for department heads.
* At the next monthly board meeting, the Director provides a presentation to the Library Board regarding the goals that have been identified and the report of the Director's activities and how they align with the library's work plan and the categories identified on the annual review template.  The Board is encouraged to discuss and provide feedback or guidance.
* This year, the City of Fargo is rolling out an employee engagement survey that will include feedback from staff on the effectiveness of department leadership.  When the process is completed, the Library Board will receive a copy of the report, and/or HR can provide an oral report at a monthly board meeting.

A motion was made by Mary Batcheller to approve the above recommendations to the full Library Board. Scott Beaulier seconded the motion; motion carried.

**Public Comment**

No public comment.

**Next Committee Meeting**

No meeting scheduled.

The meeting adjourned at 9:41am

Respectfully submitted,

Timothy S. Dirks, MILS, MPA