

A special meeting of the Lancaster County Library Board was held Tuesday, June 27, 2017, at 6:30 p.m. in the Caroliniana Room of the Main Library. Members present were Deborah Cureton, Dianne Evans, Erick Crawford, Phyllis Jarvis, George Kirlin, Suzanne Lever, and Thomas Monroe. Also present were Nancy Berry, manager of the Del Webb branch, and Rita Vogel, director.

Two members of the public attended.

Vice Chairman George Kirlin called the meeting to order at 6:30 p.m. Chairman Monroe took over later for the discussion of the evaluation policy.

No public comments were made.

Mr. Kirlin introduced Lynn Carroll who will be joining the Board in July as the District 1 member.

The purpose of this special meeting was for the Personnel Evaluation Committee to present an evaluation form and schedule for evaluating the library director and for the Board to discuss the documents and adopt a policy and schedule. The Personnel Evaluation Committee made a motion that the Board adopt the packet it presented to the Board. After discussing various aspects of the packet, the Board decided to proceed with the following actions for future evaluations. It will use the "Lancaster County Library Director Position Description" as its job description for the present. Ms. Vogel will develop several goals and/or objectives as part of her vision for the library for the next three years and will present those at the September 2017 meeting. By May 1 of the following year, the director will give the chairman of the Personnel Committee a completed self-evaluation. By June, the Personnel Evaluation Committee will send members of the Board a copy of an evaluation tool comprised of the six areas plus a comment section to be returned to the Personnel Evaluation Committee. The Personnel Evaluation Committee will compile and present the results to the Board at the next meeting.

The Personnel Evaluation Committee's motion was amended to read that the Board adopt its Library Director Evaluation packet; however, modifications may continue until its implementation in April 1, 2018. Mr. Crawford seconded the motion, and it passed by unanimous approval.

For this year's evaluation and in order to allow current Board members to respond, Mr. Kirlin is to send Chairman Monroe an evaluation tool comprised of the six areas plus the comment section which Chairman Monroe will send to the Board members. Each member will complete the tool and return it to the Personnel Evaluation Committee to be compiled and presented to the Board.

Mr. Crawford made a motion to adjourn, seconded by Ms. Lever, and passed by unanimous approval.

Respectfully submitted,

Phyllis Jarvis, Board Secretary