

Matteson Area Public Library District Board Committee Report

1. Committee: Personnel Meeting Date 4-25-16

2. Members attending: Trustees Leana Page, Dwayne Shipp, Howard Hunigan, Beverly Coleman, and Director Kathy Berggren.

3. Type of committee report;

Reporting/updating

Recommending Board action

Recommending policy change(s)

4. Brief statement of committee issue/area reporting: Organizational chart, Meeting Room Policy, Director's Evaluation form.

5. Brief background information and possible impact of issue/area (examples: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

6. Recommendation for Board action, if any (state in the form of a motion(s) to be acted upon by the full Board. Director Berggren will write job descriptions and present a proposal to the Board. The meeting room policy will be addressed at the June Board meeting. The committee will keep the same evaluation form that they have used in the past for the Director Evaluation.

In the event Board members need clarification, please provide the name and contact information (phone and email) for the appropriate representative from committee on this issue.

Committee Chair: _____

Responsible Committee Member: _____

Responsible Committee Member: _____

Received (initial) _____