



# CRETE PUBLIC LIBRARY DISTRICT

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1177 N. Main St. | Crete, IL 60417 | 708.672.8017

## **BOARD OF TRUSTEES SPECIAL MEETING**

**July 23<sup>rd</sup>, 2022 – 10:00 A.M.**

### **MEETING AGENDA**

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **HEARING OF DELEGATIONS**
4. **PRESENTATION BY ALEX TODD OF DEITERS & TODD CONSULTING: *How to Evaluate Your Library Director***
5. **ADJOURNMENT**  
To August 17<sup>th</sup> at 6:30 P.M. for regularly scheduled meeting



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BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING  
July 23, 2022

- I. Call to Order: The meeting was called to order at 10:07 a.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Brennan, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Consultant Alex Todd
- II. Introduction of guests: Sieffert introduced Alex Todd, of Deiters & Todd Library Consulting.
- III. Hearing of Delegations: There were no delegations.
- IV. Presentation of Alex Todd, *How to Evaluate Your Library Director*

Todd presented his presentation on best practices for the Board in their annual evaluation of the Library Director. Covered topics included:

*Why annual evaluations are important:* This included the need to establish specific expectations for the coming year for the Director. Helping to identify and address opportunities, challenges, and potential problems within the Library as early as possible. Ensuring that the Board and Director are actively engaged and that the Strategic Plan is being followed. Creating a routine that persists from Board to Board and Director to Director.

*What the annual evaluation process should look like:* Focused on Board and Director communication and the timeline pre and post evaluation. Additionally spent time discussing the various evaluation tools, applicable criteria, and forms.

*Setting the Director's salary and annual raise:* Discussion included mention of the HR Source and LACONi Salary Surveys.

*Self-evaluation as a Board member*

There was time for question and answer after the presentation.

- V. Adjournment:

To Wednesday, August 17, 2022 at 6:30pm for regularly scheduled meeting. The meeting adjourned at 11:45 am.

Respectfully Submitted,  
Judi Boehner, Secretary