

Meeting of the Byron Public Library District  
Executive Committee  
Board Room  
Byron Public Library District  
100 S. Washington Street Byron, IL 61010

May 21, 2024

The Executive committee meeting was called to order by President Barb Clubb at 11:33 AM.

Executive committee members present were Barb Clubb, Elaine Breck, Jill Grennan, and Susan O'Neil. Emily Porter, Director, was also present.

Mrs. Clubb reported that she and Mrs. O'Neil received an anonymous letter in July of 2023 from a staff member concerning the director. Questions regarding staff scheduling and communication with staff were asked by Mrs. Clubb and answered by Mrs. Porter. Several additional concerns raised will be addressed by the Operations Committee through policy additions and/or changes. For Instance, it was brought to the board's attention that there is no longer a Grievance Policy in the employee handbook, as there had been prior to HR Source's review in 2016.

At Mrs. Porter's recommendation, the Executive Committee attended a web training on evaluating the director. The committee will meet again on May 29th to review sample evaluation practices, questionnaires, and 360 surveys. Mrs. Breck asked that the board start evaluating Mrs. Porter with the new procedure ASAP.

Jill Grennan motioned to adjourn at 12:25 PM. Motion was seconded and carried.

Approved June 12, 2024