

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

June 17, 2024

The Executive committee meeting was called to order by President Barb Clubb at 11:35 a.m.

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

Mrs. Porter presented examples of Director's evaluation forms and 360 evaluations to the committee. Mrs. Clubb asked the committee to focus on the Director's evaluations, as they are the most pressing issue. The committee decided as a group that the Broadview evaluation was the best suited for their needs. Mrs. Porter provided her job description, and several items were incorporated into the evaluation matrix.

Mrs. Porter will make the changes, create a fillable PDF for the board to use, write a self-evaluation, and send those along with her job description to the board by June 21. The director's evaluations are to be filled out by each trustee and sent to Mrs. Clubb by July 3 so Mrs. Clubb has a full week to compile them for the board meeting on July 10.

The 360 forms are tabled until after the evaluation process is complete.

Mrs. Breck will contact NICNE about a local HR consultant to come to a board meeting.

Mrs. Grennan motioned to adjourn at 12:52 p.m. The motion was seconded and carried.

Approved July 10, 2024