

MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: May 3, 2016

PLACE: Worcester Public Library
3 Salem Square
Worcester MA 01608

DIRECTORS PRESENT: Finkel, Chair;; Bejune; Packard

STAFF PRESENT: Dickinson; Stone

1. Call to order.
Finkel called the meeting to order at 10:01 AM
2. The Committee reviewed the process for the Head Librarian Performance Review.
 - 2.1 Dickenson presented his goals stating his preference for including them in narrative form. The Committee requested that he include, along with the narrative, bulleted SMART goals that specifically reflected the goals included in the narrative.
 - 2.2 The Committee recommended that the Performance Review document change the wording of the bullet in goal 2 from “Organization structure” to “Organization culture” to better describe the intent of that goal area.
 - 2.3 The Committee refined the process for the review as determined by the recent by-laws change. The head librarian will complete the required form with both his narrative and SMART goals. The Committee will send the completed form to the Board requesting input about the head librarian performance, taking care to provide specific evidence and data. The comments are returned to the chair of the Administration Committee and are used to complete the initial performance review in June. As noted in the new by-laws, the full Board reviews and approves at the September meeting.
3. The meeting adjourned at 10:40 AM.