

# Montague Public Libraries Trustees Personnel SubCommittee

## September Minutes

Date: Monday, September 21, 2020

Time: 6:30pm

Place: Zoom Meeting Number 967 9162 7050

Attendees: Nancy Crowell, David Harmon, Margot Malachowski, Gretchen Wetherby  
Library Director: Linda Hickman

6:35 Call to order.

6:36 Director Evaluation—Nancy let us know that we cannot share the staff evaluations due to confidentiality concerns. She suggested that we review the feedback from Town Hall. Gretchen shared feedback from Steve Ellis (Town Administrator) and Carolyn Olsen (Town Accountant).

The SubCommittee worked on the Evaluation form with the information that we had.

7:38 Linda and Nancy updated us on interviews for the two open positions: Children's Programming Assistant and Branch Library Assistant.

7:48 Discussion about how to do Executive Sessions for the Director Evaluation. David said we need to post meetings as Executive Sessions ahead of time. Linda will ask Steve Ellis and Deb Bourbeau about Executive Sessions and staff confidentiality.

Nancy will send out the official Town Performance Appraisal form to the SubCommittee and Linda will send out her most recent evaluation.

7:58 Next Meeting—Tuesday, October 6, 2020 at 6:30pm.

8:00 Meeting adjourned.

Respectfully submitted,

Margot Malachowski  
Corresponding Secretary  
Montague Public Libraries Trustees