

# Montague Public Libraries Trustees

## Personnel Subcommittee Minutes

Date: Monday, Mar 28, 2022

Time: 5:30pm

Place: Zoom <https://us02web.zoom.us/j/83117267229?pwd=Q1dXV1B6MGgxbFFwSTR4R3ZpQVBvdz09>

Meeting ID: 831 1726 7229 Passcode: 738538

Attendees: Nancy Crowell, Lydia Ievins, Margot Malachowski, Liz Swihart, Tricia Perham

Library Director: Caitlin Kelley

5:32 Call to order.

4:02 Director's Six Month Review. Trustees discussed which forms to use, the process and how to gather staff input. Nancy will provide forms to Town Administrator Steve Ellis and Town Accountant Carolyn Olsen for their input. Trustees discussed using Google forms and distributing the link to staff. Caitlin will encourage staff to provide input at the April 8<sup>th</sup> staff meeting. She will send the link through her email address. She will not see the results. The results will be collected at the Trustees Google account. The deadline to complete is April 15<sup>th</sup>.

Caitlin will send us her goals for the upcoming year.

Caitlin shared that Meghan will be finishing her library degree program in May. She anticipates that Meghan will be job hunting for a position that requires a master's degree. Caitlin will use this opportunity to review job descriptions including Meghan's current position. She will consult Steve Ellis about possible changes.

6:10 Upcoming meeting: TBD

6:11 Meeting adjourned.

Respectfully submitted,  
Margot Malachowski  
Corresponding Secretary,  
Montague Public Libraries Trustees