

Unapproved Winnefox Personnel Meeting Minutes
Oshkosh Public Library/Zoom
May 29, 2024

Meeting was called to order by Freund at 3:45pm

Present: Katherine Freund; Jim Miller; Mel Kolstad; Clairelyn Sommersmith, Winnefox Director; Mary Schneider, Winnefox Administrative Specialist II

Public Comment: None

Modifying Survey Evaluation:

The committee discussed the Director's Survey Evaluation form. All present agreed to go forward with the person/relationship specific survey style. Freund moved for removal of optional narrative questions and Sommersmith agreed.

The committee discussed label ranking. Freund moved to use "some" accomplishments instead of "at least three" and to add the optionally answered questions, "If you would like the board to contact you, leave your name." All present agreed that they desire to receive honest as possible and valuable feedback from the survey.

Possible survey timeline:

- Distribute survey mid-October and allow two weeks to complete before the November first due date.
- Director's self-evaluation is due in November.
- The board compiles results and presents a summary at the November board meeting (closed or partially closed).
- The board holds a special meeting in December (closed or partially closed) to create a summary to be presented to the Board at the regular January board meeting.

Drafting Self Evaluation Form:

Kolstad suggested limiting the self-evaluation to one page and will send Sommersmith a model. Sommersmith will present the format of a self-evaluation form.

Meeting adjourned at 4:25 p.m. Freund motioned and Miller 2nd

Next Meeting:

The Personnel committee will next meet at 3:45 p.m. at Oxford Public Library to review the director's self-evaluation. The regular Winnefox board meeting will follow at 4:30 p.m.