

**Winnefox Personnel Committee
Approved Meeting Minutes
July 31, 2024**

The Personnel Committee meeting was called to order by Freund at 3:45 p.m.

Present: Katherine Freund; Jim Miller; Mel Kolstad; Clairellyn Sommersmith, Winnefox Director, Marcy Cannon, Winnefox Business Manager

Public Comment: None

Survey Evaluation Form:

The committee discussed the presented evaluation forms. Members agreed the forms offer transparency and provide a welcoming avenue for valuable feedback. It was decided that trustees would answer the survey yearly, Winnefox staff would be asked to complete the survey this year, and member library directors next year. Mel Kolstad volunteered to collect responses and Sommersmith will have a Microsoft email account set up for her.

Motion to approve the presented Director Evaluation form and Self Evaluation Form. **Motion:** Miller; **Second:** Kolstad; **Vote:** Unanimous.

Motion to adjourn at 4:14 p.m. **Motion:** Kolstad; **Second:** Miller; **Vote:** Unanimous.

Next Meeting:

The Personnel committee will next meet on Wednesday November 20 at 10am at Oshkosh Public Library. They will be meeting to review the survey results and the director evaluation.

Marcy Cannon, Recorder