

Approved Winnefox Personnel Meeting Minutes
Oshkosh Public Library
August 28, 2025

Meeting was called to order by Prellwitz at 10:10am

Present: Andrew Prellwitz; Jim Miller; Mel Kolstad; Doug Zellmer, Thomas Mosling; Clairellyn Sommersmith, Winnefox Director

Public Comment: None

Personnel Evaluation Summary:

The committee discussed the Director's Survey Evaluation form and agreed to move forward with the same evaluation as last year. The survey will be sent to Trustees and member library directors. The review process will similarly follow last year's timeline.

Evaluation timeline:

- Distribute survey the week of September 8 with a due date of October 3.
- Director's self-evaluation is due October 3
- The committee will compile results and create a one-page evaluation summary at their next meeting: October 10
- The summary will be presented to Sommersmith and then to the full board at the December meeting.

Next Meeting:

The Personnel Committee will next meet at 2:00p.m. at Oshkosh Public Library. Future meetings will begin to review current job descriptions.