

**Winnefox Personnel Meeting**  
**November 29, 2023**  
**3:45 p.m.**

**Present:** Katherine Freund, President; Jim Miller, Library Representative, Waushara County; Mel Kolstad, Fond du Lac, Secretary; Clairellyn Sommersmith, Winnefox Director.

**Public Comments:** None

**Discussion:** A discussion was had regarding future System Director evaluations including: evaluation methodology, and sample performance appraisal forms.

Further discussion occurred regarding the metrics that should be evaluated. Kolstad was asked about the method used for Fond du Lac Public Library's director, which is different than the way Oshkosh handles evaluation.

It was decided that the IFLS evaluation form would be used by public library directors, full-time staff, and the Personnel committee to evaluate the system director. The committee would then parse the data into a succinct summary for the director, and then to the entire Board of Trustees.

A topic was brought up regarding self-evaluation. It was decided that establishing goals, in a measurable fashion, would be an optimal evaluation done by the director themselves (2-4 goals). The goals would then be reviewed by the committee and director at year-end.

Our methodology be presented to the board at the January 31, 2024 meeting.

Next meeting will be in January. Exact date and time to be determined.

Meeting adjourned at 4:23 p.m.