



1300 Industrial Drive, Suite 2, Fennimore, WI 53809 608-822-3393

**Executive Committee Meeting Minutes
January 15, 2025 – 12:15 p.m.
at SWLS offices in Fennimore and online**

In attendance: Lori Neumann, Steve Kleisath, Bob Boyle, Larry Nelson, Carol Ann Hood

Acceptance of Agenda: motion by Hood, second by Nelson. All in favor, motion passes.

Approval of Minutes of the October 16, 2024 Executive Committee meeting: motion by Nelson, second by Hood. All in favor, motion passes.

New Business:

1. **System Director Review Process:** Originally this was going to be completed today, but with things being busy, today's meeting is to discuss the process for the director's review. Director Noel had an email containing examples of review processes from other systems and walked through those with the committee. She also had a copy of the evaluation form that has been used for other SWLS staff as well as some other examples of evaluation tools that could be used.

Boyle said that an evaluation should be simple enough that we don't get bogged down or lose sight of what we're doing, and also include some goals Nelson mentioned that the current form used by SWLS is good, and mentioned that adding a question in Section 6 that asks about what the board can do to help or improve would be good. Instead of asking for feedback from all libraries at once, split them up and ask some each year (perhaps split into 3 or 4 groups). Jen will help split up the libraries. Angela will complete this as a self-evaluation and send it to Bob as well as draft the email for the libraries and get it out. The office staff will also be asked for input. This evaluation will happen in closed session at the March Executive Committee meeting.

Determine Date of next Committee meeting: March 19, 2025 at the Schreiner Memorial Library in Lancaster at 12:15 p.m.

Motion to adjourn by Kleisath, seconded by Newmann. All Ayes; adjourn at 12:39 p.m.