

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' EXECUTIVE DIRECTOR EVALUATION COMMITTEE MEETING
LAS VEGAS, NEVADA
March 10, 2011
(approved April 14, 2011)

The Board of Trustees' Executive Director Evaluation Committee of the Las Vegas-Clark County Library District met in the Las Vegas Library, 3rd Floor Conference Room, Las Vegas, Nevada, at 5:00 p.m., Thursday, March 10, 2011.

Present: Committee: K. Crear, Chair
M. Saunders
A. Aguirre, ex-officio (via telephone)
F. Barron
C. Reese

Board: R. Ence

Counsel: G. Welt

Absent: R. Kirsh - Excused

Staff: Jeanne Goodrich, Executive Director
Jerilyn Gregory, Human Resources Director
Allison Boyer, Executive Assistant

Guests:

K. Crear, Committee Chair, called the meeting to order at 5:06 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Trustee Aguirre attended via telephone. Trustee Kirsh was out of town – excused absence.

Agenda (Item II.) Trustee Barron moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Possible discussion and recommendation to the Board of Trustees to adopt performance evaluation guidelines for use in annual evaluations of the Executive Director's performance. (Item III.) Chair Crear explained that the Executive Director Evaluation Committee was appointed by Chair Aguirre to create a process for annual reviews of the Executive Director's performance. Chair Keiba Crear, working with Human Resources Director Jerilyn Gregory, created several documents for the Committee to review.

Chair Crear reminded Trustees that they all had many questions at Executive Director Jeanne Goodrich's last review in 2010. As there was no budget for a consultant, Crear worked with Ms. Gregory to create a process which she believes answers many of the Board's questions and issues. Ms. Goodrich has also seen the proposed forms.

Chair Crear then went through the forms and explained the proposed process.

LVCCLD Executive Director – Performance Evaluation Guidelines:

- Identifies responsibilities for Trustees, Board Chair and Executive Director.
- Provides a calendar for the process, based upon the Executive Director's actual evaluation date. For example:
April Board Meeting – Executive Director provides Trustees with a list of past accomplishments plus future goals and objectives.
May Board Meeting – Board meets with Executive Director in

executive session to provide feedback regarding the Executive Director's performance during the past year. May or June Board Meeting – Board Chair presents summary of feedback using form. This form, along with the Executive Director's list of accomplishments, goals and objectives, is a public document and placed in the Executive Director's personnel file.

LVCCLD Executive Director – Performance Evaluation:

- Provides a rating scale and definitions, identical to those used for every other District employee, for Trustees to use to rate the Executive Director's performance.
- Lists evaluation competencies that the review will be based upon:
 - Library District Board of Trustees Relationships
 - Public Relations
 - Employee & Labor Management
 - Fiscal Management
 - Communication (with the public, Board, employees)
 - Personal Traits (new)
 - Intergovernmental Affairs
- This form is to be used as a guide so that each Trustee can formulate their comments for the executive session feedback to the Executive Director. Chair Crear, Counsel Welt and Ms. Gregory explained that, due to the outstanding question of whether the Executive Director is a public employee, the intent behind this form is to ensure that all Trustees are on the same page when providing feedback to the Executive Director and direction to the Board Chair in completing the next document.

LVCCLD Executive Director – Performance Evaluation Summary:

- Filled out by the Board Chair with a summary of the feedback provided to the Executive Director at the Executive Session, along with an evaluation score and recommendation for a salary increase.
- Presented at the May or June Board meeting by the Board Chair, along with the Executive Director's accomplishments, goals and objectives provided by the Executive Director at the April meeting.
- Public document for the record and for the Executive Director's personnel file.

After reviewing the documents, Chair Crear asked for comments from Committee members and Trustee Ence.

Ms. Goodrich advised Committee members that Trustees will also be reviewing the budget at the May Board meeting, leading to a long evening. She suggested that the Executive Session for her feedback be moved to the June meeting. Her anniversary date is the middle of June so that month's Board meeting and should give everyone enough time to complete the various steps. She also stated that if District

employees do not receive step increases in the budget, she will not expect to receive one.

Committee members agreed that Trustees can comment on the summary sheet that they would like to award the Executive Director a step increase but, due to budget issues, will not do so at the time.

Trustee Saunders suggested attaching the Executive Director's job description to the information provided by the Executive Director at the start of the process. Committee members agreed.

Trustee Barron wanted to clarify that any increases awarded to the Executive Director by the Board followed the step system and asked whether the other exempt employees step increases worked the same way. Ms. Gregory and Counsel Welt confirmed that all District employees' pay increases were based upon step levels.

After discussion, Trustee Saunders moved to recommend adoption by the Board of Trustees of the *LVCCLD Executive Director Performance Evaluation Guidelines*, *LVCCLD Executive Director Performance Evaluation* and *LVCCLD Executive Director Performance Evaluation Summary* with the June Board meeting being substituted for the May meeting as the suggested time for the Executive Director's evaluation by the Board. There was no opposition and the motion carried.

**Announcements
(Item IV.)**

None.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Chair Crear adjourned the meeting at 5:27 p.m.

Respectfully submitted,

Keiba Crear, Committee Chair