



## SHOREWOOD PUBLIC LIBRARY BOARD OF TRUSTEES PERSONNEL COMMITTEE

January 20, 2026 Meeting Notes

**Present:** Committee Chair Kara Espera, Trustee Patrick Linnane, and Director of Library Services Hayley Johnson

**Excused:** Trustee Anjum Alden

**Call to order:** Committee Chair Espera called the meeting to order at 3:03 PM.

**Statement of Public Notice:** Director Johnson confirmed that the meeting was properly noticed and posted according to law.

### **INFORMATION: Library Employee Performance Evaluation Process**

Director Johnson shared the library employee performance evaluation. Library employees follow the same process as Village of Shorewood employees. The process is described in the [Village of Shorewood Human Resource Manual](#) on pages 20, 93-94, and 104-105.

To summarize, library team members fill out a Self-Performance Evaluation Form highlighting "Areas of Distinction," "Areas of Improvement," and "Goals for the Next Year." The supervisor – the Director of Library Services or the Assistant Director – fills out the Performance Evaluation Form which has matching prompts. The employee and supervisor meet annually near the employee's anniversary date of hire to connect and review responses.

When an employee reaches a five-year incremental anniversary, the Recognition Pay Form is considered. Employees who have met expectations for five consecutive years may receive up to a four percent increase in their hourly rate and/or wages.

### **INFORMATION: Director of Library Services Evaluation Process**

Director Johnson shared the Director of Library Services evaluation process that was utilized in the past by the Shorewood Public Library Board of Trustees. Because the board oversees the director, the evaluation process differs from library/Village of Shorewood employees.

The procedure and past practice outlines three different components. Similar to the Village of Shorewood process, the Director of Library Services and the Shorewood Public Library Board of Trustees fill out an evaluation form with questions produced by the Personnel Committee. The Personnel Committee also solicits feedback from library staff either in a Google form, on paper, or a combination of both.

Once all the assessments are collected, the Personnel Committee meets with the Director of Library Services to review, and prepares a formal report for the director's personnel file.

Director Johnson shared the questions that were previously utilized in the staff survey. Committee Chair Espera and Trustee Linnane discussed how to best collect staff input. A rough timeline of the evaluation process was also discussed.

Next steps for the Thursday, January 29, 2026 Personnel Committee meeting include reviewing and updating the questions for the Director of Library Services and the trustees.

**Adjournment:** The meeting was adjourned at 4:11 PM.

Recorded and submitted by Director of Library Services Hayley Johnson on the 20th day of  
January 2026