



SHOREWOOD PUBLIC LIBRARY BOARD OF TRUSTEES PERSONNEL COMMITTEE
March 18, 2026 Meeting Notes

Present: Committee Chair Kara Espera, Trustee Anjum Alden, and Trustee Patrick Linnane

Call to order: Committee Chair Espera called the meeting to order at 3:02 PM.

Statement of Public Notice: Committee Chair Espera confirmed that the meeting was properly noticed and posted according to law.

INFORMATION: Director of Library Services Evaluation Process

The Shorewood Public Library Board of Trustees Personnel Committee reviewed the current processes for collecting feedback from library staff, including the Director of Library Services' self-evaluation, the board's evaluation of the director, and the staff's evaluation of the director.

It was determined that Trustee Alden will create a Word document for the director's self-evaluation, and a Google Form for both the board's and staff's evaluations. A hard copy version will also be provided for those who prefer not to complete the forms online.

To maintain staff anonymity while ensuring all responses are collected, a numbering system will be implemented. Each staff member will be assigned a random number by Office Manager/Confidential Secretary Angela Andre. Trustee Alden will not have access to the number assignments. The Office Manager/Confidential Secretary will not know who picks which number. Staff will include their assigned number on their evaluation form. At the conclusion of the process, Trustee Alden will ask the Office Manager/Confidential Secretary to contact staff associated with any missing numbers to request outstanding responses.

The Personnel Committee will meet on Wednesday, April 1, 2026 at 2:30 PM to finalize the process. Surveys will be distributed on Monday, April 6, 2026, and will be due by Friday, April 17, 2026. The Personnel Committee will meet again during the week of April 20, 2026 to review the data and determine the most effective way to present it. The results will be presented to the Shorewood Public Library Board of Trustees at its regularly scheduled May meeting.

Adjournment: The meeting was adjourned at 3:05 PM.

Recorded on the 18th day of March and submitted by Trustee Alden on the 19th day of
March 2026