

## FAIRVIEW HEIGHTS PUBLIC LIBRARY

### Personnel Committee Meeting

December 15, 2025

3:30 p.m.

- I. Meeting Called to Order by Carolyn Clark, Personnel Chair at 3:30 p.m.  
Attendees: Carolyn Clark, Linda Spencer, Donna Bullock, Rochelle Hobson (alternate).  
Also in attendance: Jill Pifer, Library Director
- II. Additions to Agenda NONE
- III. Communication from the public NONE
- IV. Review and discuss current staff evaluation form  
At the request of the library board, the personnel committee convened to review the staff evaluation component of the library directors annual review. Committee member Rochelle Hobson brought to the meeting an updated version of the staff evaluation to be discussed. She used the previous evaluation to restructure both the rating system and the categories the director was to be evaluated on by the staff. The rating scale was moved to 1-5 with detailed descriptions of each rating. The categories were classed as Leadership and Management, Patron Relationships and Technology. Some edits were suggested based on current library director duties not aligning with what was presented.  
Edits were accepted with some additional minor changes to wording.  
  
Motion: Move to recommend the revised staff evaluation component of the library director annual review to be approved by the full library board  
Motion made by Linda Spencer, 2nd by Donna Bullock  
Votes: 3 yea's; 0 nay's.

ADJOURNMENT 4:05 p.m. CONSENSUS

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Carolyn Clark, Chair, Personnel Committee