

Bent Northrop Memorial Library
164 Park Street, Fairfield, VT 05455
Trustee Meeting
Date: 7/20/2023

Call to Order: Melissa Southwick called the meeting to order at 4:36

Present: Melissa Southwick, Peter Burns, Susan Magnan, Samantha Thomas, Michele Feiner, Sarah Allerton, Cathy Ainsworth, Molly Huff

Guests: None

Approval of Previous Meeting minutes: Motion to accept June 15, 2023 meeting minutes made by Susan and seconded by Peter. Melissa and Samantha abstained. Motion approved.

Agenda Review: request to add a formal vote for the To Bid Event

Friends Report (10 minutes):

Friends are focused on the upcoming To Bid Event which will be held on 9/30. Theme will focus on the 35 year anniversary of BNML. Save the Date and Solicitation materials have gone out and general publicity will begin in early August. Jeff and Will Patton will perform again. \$750 in items collected so far. No raffle this year.

Treasurers' Report (10 minutes):

- Second quarter has now ended. BNML is on target with budget. Sarah did report that some larger repair expenses will be forthcoming

Librarian's Report (10 minutes):

1. Electrical Repairs are complete
2. Sarah and Peter met with Aiden Forbes who will be submitting repair quotes to be considered. There is still a need for mulching
3. Carpets are likely next up to be replaced
4. As always there is still a great deal of programming happening - focus on summer. See Librarian's Report for more details
5. Inventory is almost complete

New Business:

1. Reviewed Board of Trustees Annual Calendar and discussed revisions. Sarah to update.
2. Annual Performance Review is due soon. Discussion around current practice and decision was made to change format. Michele to send sample Staff Evaluation to use as a potential model for an update.

3. Motion made and amended by Michele to authorize the use of BNML for fundraising by the Friends of BNML. Seconded by Susan. Motion approved.

Old Business (Follow-Ups and Action Item Update)

1. One change was made to the MOU - collapsing two points into one. Cathy will now bring the document to the Select Board for comments.
2. Discussed direct donations policy. Cathy and Sarah to talk directly about the current process and how to ensure that if and when donations come in that Sarah is in the loop. Ongoing conversation about the donations policy may be needed.
3. Check- in on Investment and Financial Policy was put on hold until after the MOU is finalized.
4. **Reviewed Friends meeting attendance:**
 - August - Michele was scheduled - not able to attend - SKIP
 - Sept - SKIP (most Trustees will attend Event)
 - Oct - Melissa
 - Nov - Susan
 - Dec - Samantha
 - Jan - Michele

Agenda Items for Next Meeting:

- Authorize To Bid event

Adjourn: Melissa Southwick adjourned the meeting at 6:09

Next Meeting: August 17, 2023

Join Zoom Meeting:

<https://us02web.zoom.us/j/81343649772?pwd=US9SeFZKY1RXNit6bzFVMIF6V0RDUT09>

Meeting ID: 813 4364 9772

Passcode: 221504

VSC-UP Performance Evaluation Form-2023

This revised form is in effect for 2023 only. The performance evaluation form is currently under review and will be put into effect for the 2024 evaluation period.

Employee Name:	
Supervisor Name:	Click here to enter text.
Department:	Click here to enter text.
Review Period:	Click here to enter text.

Employee Comments:

Employee Self-evaluation Questions

- 1) When you think about the last year, please list a few of your accomplishments that meant the most to you.

Click here to enter text.

- 2) What were a few of your biggest challenges?

Click here to enter text.

Recommendations (Optional)

If you have suggestions and feel comfortable doing so, provide any recommendations for improvement for the University.

Click here to enter text.

Goals from Previous Year

List any goals set last year.

1) Goal:

- a. Has this goal remained relevant during this past year?

Click here to enter text.

- b. If yes, describe the work you have done towards accomplishing this goal:

Click here to enter text.

2) Goal:

- a. Has this goal remained relevant during this past year?

Click here to enter text.

- b. If yes, describe the work you have done towards accomplishing this goal:

Click here to enter text.

Job Description (Employee & Supervisor together):

Review Job Description

During the evaluation meeting, review the current job description together and have a conversation around job responsibilities, expectations, and current workload.

- We have reviewed the job description, job responsibilities, and current workload.

Click here to enter text. Text may include re-cap of conversation around job responsibilities, expectations, and/or current workload.

Supervisor Comments:

Reflections

1) What do you appreciate about this person's contributions to the team?
Click here to enter text.

2) Discuss areas of focus going forward for this person and the team.
Click here to enter text.

The Year Ahead

1) Immediate focus as a team: Over the next three months, in order to help our team move forward, we will be focusing on:
Click here to enter text.

2) Development opportunities: Describe any development opportunities recommended for the coming year.
Click here to enter text.

Future Goal(s)—Employee & Supervisor together:

- 1) List an individual goal for the coming year as proposed by the employee, in consultation with and approval of the supervisor. Goals are based upon the college's strategic goals and departmental needs.

Goal:

How it will be measured:

- 2) List an individual goal for the coming year as proposed by the employee, in consultation with and approval of the supervisor. Goals are based upon the college's strategic goals and departmental needs.

Goal:

How it will be measured:

COMPLETED BY: (Supervisor/Evaluator)

Signature: _____ **Date:** _____

Supervisor: Provide a copy to employee and original to personnel file

ACKNOWLEDGED BY: (Employee)

Signature: _____ **Date:** _____

Signature does not necessarily indicate agreement with evaluation.

REVIEWED BY: (DEAN, DEPARTMENTAL DIRECTOR, OR HR DIRECTOR)

Signature: _____ **Date:** _____