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M E M O R A N D U M

To: Oshkosh Public Library Board
From: Jeff Gilderson-Duwe, Library Director
Date: May 22, 2020
Subject: Process for evaluating Library Director's 2019 Performance, and setting 2020 goals and compensation

Leading up to the brief April 30, 2020 Library Board meeting, President Christine Melms-Simon expressed the desire to get the Library Director performance evaluation back on track.

I would like to propose the following process for doing that. The goal of this process is to help the Director's Compensation Committee be ready to make recommendations to the full board at its June 25, 2020 regular meeting. The current members of the committee are Christine Melms-Simon (ex officio as President), Dave Romond, and David Rucker

1. I will submit a self-evaluation memo to members of the committee by Friday, June 5, 2020;
2. I will schedule a meeting with the committee with the Director to review 2019 performance, ideally by June 19, 2020. This will allow the committee several days to prepare its recommendations for the full Library Board. This is a legally noticed meeting that will begin in open session, go into closed session for our conversation, and re-enter open session to take action and adjourn.
3. Director's Compensation Committee will present its recommendations to the full Library Board. This meeting will include a closed session to allow the board to discuss performance with the Director and to discuss the committee's recommendations. Any action on the committee's recommendations must take place in open session.
4. As has been the practice in the past, the Board President will express the consensus of the Board and any feedback in a letter to the Director, with one copy to him and one to be placed in his personnel file.

I hope that this proposed process will serve the board, and will allow us to have a constructive conversation about my performance as your Library Director.