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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: February 19, 2021
Subject: Process for evaluating Library Director's 2020 Performance, and setting 2021 goals and compensation

I would like to propose the following process carrying out the Library Board's evaluation of the Director's 2020 performance and the determination of 2021 compensation. The goal of this process is to help the Director's Compensation Committee be ready to make recommendations to the full board at its March 25, 2021 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, March 5, 2021;
2. I will schedule a meeting of the committee with the Director to review 2020 performance, ideally by March 19, 2021. 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.