



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

M E M O R A N D U M

To: Oshkosh Public Library Board
From: Jeff Gilderson-Duwe, Library Director
Date: December 8, 2021
Subject: Process for evaluating Library Director's 2021 Performance, and setting 2022 goals and compensation

I would like to propose the following process carrying out the Library Board's evaluation of the Director's 2021 performance and the determination of 2022 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 January 27, 2022 regular meeting. The current members appointed to the Director's Compensation Committee are Bill Bracken (ex officio as President), Christine Melms-Simon, Dave Romond, David Rucker, and Lindsey Mugerauer.

1. I will submit a self-evaluation memo to members of the committee by Friday, January 7, 2022;
2. I will schedule a meeting of the committee with the Director to review 2021 performance, ideally by January 21, 2022. 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, re-enter open session to take action as appropriate, 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.