

Minutes
Governance Committee
East Haddam Public Library System
Rathbun Free Memorial Library
March 5, 2014

Attendance: Maureen Gillis, Lucille Gardner, Andrea Pascal
Not present: Celina Nelan

The meeting was called to order by Lucille at 6:40.

The committee members continued work on the Board of Trustees Manual. The majority of the time was devoted to the Library Director's Position Description which Maureen had mapped to the Town Appraisal form. We discussed and, in some cases, amended the mapping of Overall Responsibilities, Fiscal Management, Personnel Management, and Library Program Management. Formats and rubrics require ongoing focus and attention.

Andrea volunteered to locate rubrics which may be useful in the Position Description.

Lucille will meet with Shea to plan Performance Appraisal discussions with the Library Director.

Meeting adjourned at 8:15.