

**Special Meeting of the Library Board of Trustees  
Conant Public Library  
Minutes of September 7, 2022**

**Open Meeting:**

Call to order: 4:32 pm

**Roll Call:**

Trustees present: Lisa Akerson, Heide Martin, Sara Petullo, Amanda Sayut and Matt Scannell

Trustees present on Zoom: Al Carlin

Other attendees present: None

The trustees had a general discussion on the use of a staff feedback questionnaire as a tool in the Director's performance evaluation. Scannell discussed the guidance in the Trustees Handbook relative to trustee and staff relations. Sayut presented an example of a Director's performance review-staff input section from the Barrington NH Public Library indicating there is precedence for this type of feedback as input to evaluate a Director's performance.

A motion was made to put out a staff questionnaire as a tool in the Director's performance evaluation.

Motion made by: Akerson Second: Carlin.

Vote for: Akerson, Martin, Petullo, Sayut and Carlin. Vote against: Scannell. Motion carries.

The trustees had a general discussion about two proposed staff feedback questionnaires; (A) Akerson's 20 question version based on the staff questions used during last year's Director search process, and (B) Scannell's 10 question consolidated version of these questions, reworded to focus on the library's performance, instead of the Director's performance.

A motion was made to put out staff feedback questionnaire (A).

Motion made by: Carlin Second: Akerson.

Vote for: Akerson, Martin, Petullo, Sayut and Carlin. Vote against: Scannell. Motion carries.

The trustees had a general discussion about using Martin's proposed cover letter text as a preamble on the staff survey. There was general consensus that this would be acceptable

The trustees had a general discussion about the logistics for conducting the survey including; how the survey will be distributed to the staff, how the survey will be retrieved from the staff, and how the survey information will be used in the performance evaluation of the Director.

**Adjournment from special meeting: 5:14 pm**

Motion to adjourn: Akerson. Second: Sayut. Unanimous

**Next posted regular meeting date:** September 12, 2022

**Submitted by:** Matt Scannell, Secretary