Agenda

EAST HADDAM LIBRARY SYSTEM – Governance Committee

January 11, 2023 – 9:00 am

East Haddam Free Public Library

1. **Call to order**

   The meeting was called to order at 9 am

2. **Unfinished Business**

   a. **Google Drive**

   During 2023, the Governance Committee will review the drive to access missing files. Administrative access will be given to new director, and it is felt that at least 1 member of the BOT have administrative access. Will ask John at BOT meeting.

   b. **Library Governance Committee responsibilities when no active Library Director**

   Updates to the Hiring Process: town has received 10 applications. Maureen, Dawn, Juliana and Irene will begin interview process the week of Jan 23 for 5 of the applicants. Maureen, Dawn, & Juliana have received feedback from Joe and Pat on type of director they are looking for.

   Staff Employment Survey: members of the Governance committee will work offline to create some survey questions and will have a meeting scheduled in February to go over this. The survey will be paper so it can be anonymous and place in a manilla envelop for the BOT to review. Would like to have this survey able to send to all staff in June 2023. This can give the board members insight on how everything is going with the library system.

   Streamline Process for Employee Performance Reviews: Governance committee can work on suggestions for a process to ensure performance are done yearly. The new director will be to set goals etc. for his/her staff.

   c. **Call for Unfinished Business**

3. **New Business**

   BOT Role & Responsibilities: It was asked what our role is, and we stated that we do not interfere with the day-to-day responsibilities or issues of the library system. We advocate for the libraries at town meetings etc., support library programs, review policy and strategic plan, seek adequate money that may be needed and networking

4. **Audience of Citizens**

   None

5. **Adjournment**

   The meeting was adjourned at 9:45 AM without objection.