Dauphin County Library System Personnel Committee Schedule – 2018

Location: East Shore Area Library

January 3, 2018
- Review Minutes from November 2017 Personnel Committee Meeting
- Organize Personnel Committee Schedule/Agendas
    - HR Director, Executive Director, and HR team will revise and send to Personnel Committee mid-January for Personnel Committee review (revisions will be made as approved).
    - Final Personnel Committee Schedule will be approved and adopted at the Personnel Committee Meeting in March 2018.
- Volunteer of the Year Award (handle via email this year)
- HR Director's Report
- Policy Review and Approval (if needed)

March 7, 2018
- Review Minutes from January 2018 Personnel Committee Meeting
- Adopt Personnel Committee schedule/goals for 2018
- Review/revise Staff Appreciation Program – Discussion
- Volunteer Program Review – proposed changes
- HR Director's Report
- Policy Review and Approval (if needed)

May 2, 2018
- Review Minutes from March 2018 Personnel Committee Meeting
- Strategic Plan Review – Personnel Committee/HR contribution to goals
- Spring Staff Enrichment Day Update (event planned for 03/19/2018)
- Staff Leadership/Staff Development Plan – Training sessions
    - Topic 1
    - Topic 2
    - Topic 3
- Defined Benefit Pension Plan Checkpoint – Aaron Grumbling
- HR Director's Report
- Policy Review and Approval (if needed)

July 11, 2018
- Review Minutes from May 2018 Personnel Committee Meeting
- Merit Review Process presentation
- Fall Staff Enrichment Day Planning Checkpoint
- HR Director's Report
    - Share Projected Benefit Rates
    - Present Holidays, Staff Enrichment Day, and Library Closings for 2019 for Approval
- Policy Review and Approval (if needed)
- Executive Session:
    - Mid-Year review of Executive Director's Performance Goals for 2018
    - Draft Executive Director's Performance Goals for 2019 (add a tie to strategic plan and include community outreach category)

September 5, 2018
- Review Minutes from July 2018 Personnel Committee Meeting
- HR Director's Report
- Policy Review and Approval (if needed)
- Executive Session:

- Executive Director 2018 Performance Evaluation – adopt form, process and timeline
- Executive Director's Compensation Package for 2019 – preliminary discussion
- Approve Executive Director's Performance Goals for 2019 (Sept 20, 2018 – September 19, 2019)
  - Goes for Board Approval September 18, 2018

November 7, 2018
- Review Minutes from September 2018 Personnel Committee Meeting
- Fall Staff Enrichment Day Update
- Benefit/Insurance Renewals
- Recommendation on Staff Compensation Package for 2019
- HR Director's Report
- Policy Review and Approval (if needed)
- Executive Session:
  - Review results of Executive Director's 2018 Performance Evaluation
  - Recommendation on Executive Director's Compensation Package for 2019
    - Goes for Board Approval November 20, 2018

December 1-5, 2018 (not an official meeting)
- Send email to Personnel Committee members to approve benefit rates and changes
- Have Finance Director send email to Finance Committee members to approve benefit rates
- Final approval made by Board of Trustees at December 18, 2018 Board Meeting