

Closed Session Procedures for Library Director Evaluation

Whenever, the Executive Committee or the Library Board goes into closed session to consider the Library Director's employment performance or compensation, the closed session minutes of those meetings are to be forwarded to the City of Eau Claire's Human Resources Department care of the Human Resources Director via sealed envelope for confidential keeping in the Library Director's personnel file. The same procedure should be used for the open session action on any adjustment to compensation for the Library Director.

While all library staff including the Library Director can be excused from the closed session, it does not eliminate the Library Board's responsibility for taking proper minutes. Library staff should only leave the meeting when there is commitment from the Executive Committee Chair or the Library Board President to personally take closed session minutes or assign that duty to another Library Board member. The Board member taking the minutes will be provided a minutes' template and those minutes will eventually be forwarded to the City via the defined procedure.

The City of Eau Claire's Human Resources Department is the proper location as it keeps the record in the personnel file where it cannot be confused with other minutes or exposed to review by library staff or others that do not have a need to know, while confirming that the minutes were taken and authorized actions correctly executed in this important area of public trust.