

# ***PERRY PUBLIC LIBRARY***

## 70 N. Main Street Make It Part of Your Day

***Perry, New York 14530***

### PHONE (585) 237-2243 FAX (585) 237-2008 WEBSITE perry.owwl.org

## Jessica N. DeMarte, Director E-MAIL: jdemarte@pls-net.org

Development Committee Meeting

12/14/2021 4PM

In attendance: Stacee Muolo, Barb Glenn, Bethany Zerbe (board president), Jessica DeMarte (Library Director); Sandy Lawrence (4:03).

The meeting was called to order at 4:00.

Director DeMarte presented recommended raises for the clerical staff. Recommendations were not based on evaluations, because there had not been formal evaluations in 2020 due to COVID or in 2021 due to change in leadership. Director DeMarte will review the current tool used and revamp as needed for 2022 evaluations. The committee accepted the raises as proposed. Bethany Zerbe made a motion to recommend the approval of the raises to the full board. The motion was seconded by Barb Glenn. The motion carried unanimously. (Dec 27, 2021 meeting)

Next, the committee discussed the process to evaluate the director. This usually happens in the fall; however, Director DeMarte had just been hired. The committee made plans to evaluate the director after 6 months. The prep meeting will take place in March and the evaluation will take place at the April Board Meeting.

Director DeMarte shared a webinar and information prepared by PLS about evaluations and suggested the Board consider a self-evaluation. The committee plans to undertake a self-evaluation in January/February after the holidays.

Director DeMarte presented several options for automated timekeeping. This will help improve our audit compliance and add more checks & balances. After a lengthy discussion, the committee decided on the timekeeping option offered by our current payroll company, Complete Payroll. Stacey Muolo made a motion to recommend the automated timekeeping option offered by Complete Payroll to the full board. The motion was seconded by Bethany Zerbe. The motion carried unanimously. (January 3, 2022 meeting).

Barb Glenn made a motion to adjourn the meeting, which was approved. Meeting adjourned at 4:41.

Respectfully submitted,

Jessica DeMarte, Library Director