PCLS BOARD OF TRUSTEES MEETING MINUTES
6:00 PM May 20, 2025
Hampton Memorial Library

Director Evaluation Process

PRESIDING: Ms. Lori Osborn, Chair – At Large

Dr. Alfred Wheeler – District 1 (Clemson)
Ms. Nancy Miller – District 2 (Six Mile/Central)
Mr. Danny Parton – District 3 (Pickens)
Ms. Alesa Pinkerton – District 4 (Liberty)
Dr. Henry Wilson – District 5 (Easley)
Ms. Susan Childers – District 6 (Dacusville)

Meeting called to order at 6:00 pm

1. **Change in Board Meeting Dates July, September**
   July 17th to July 24th (Easley)
   September 18th to September 11th (Pickens)

Dr. Wheeler made a motion to change the July 17th board meeting to July 24th. Ms. Miller seconded the motion. Unanimous approval.
Dr. Wilson made a motion to change the September 18th board meeting to September 11th. Ms. Childers seconded the motion. Unanimous approval.

2. **Library Board officer elections**

Chairman Nominations - Ms. Osborn was nominated by Dr. Wheeler and Mr. Parton was nominated by Ms. Miller.

All those in favor of Ms. Osborn – Dr. Wheeler, Ms. Osborn, Ms. Childers and Dr. Wilson
All those opposed to Ms. Osborn – Mr. Parton, Ms. Miller and Ms. Pinkerton
All those in favor of Mr. Parton - Mr. Parton, Ms. Miller and Ms. Pinkerton
All those opposed to Mr. Parton - Dr. Wheeler, Ms. Osborn, Ms. Childers and Dr. Wilson

Results for Chairman – Ms. Osborn

Vice Chair Nominations – Mr. Wheeler and Ms. Pinkerton

All those in favor of Dr. Wheeler – Dr. Wheeler, Ms. Osborn, Ms. Childers and Dr. Wilson
All those opposed to Dr. Wheeler – Mr. Parton, Ms. Miller and Ms. Pinkerton
All those in favor of Ms. Pinkerton - Mr. Parton, Ms. Miller and Ms. Pinkerton
All those opposed to Ms. Pinkerton - Dr. Wheeler, Ms. Osborn, Ms. Childers and Dr. Wilson

Results for Vice Chair – Dr. Wheeler

Slate of Library Board Officers:
Chair – Lori Osborn
Vice Chair – Alfred (Hap) Wheeler

Treasurer – Susan Childers
Secretary – Nancy Miller

3. Director Evaluation process and forms

Ms. Osborn reminded everyone that this is not Stephanie's evaluation meeting, but this is just for reviewing the process and forms available. Anything about Stephanie specifically must be reserved for an executive session. The Director explained the example forms and the draft created from the examples that have been given to the Board. This draft gives the board something to update and edit. The evaluation process is proposed to begin in July and end in June of each year. During the regular July meeting, in Executive Session, the Director will work collaboratively with the board to develop an action plan, establish goals and expectations for the upcoming fiscal year. Progress on these goals would be evaluated through a midyear evaluation in December. The Director will submit a final evaluation report to the Board in May. the Board will review the Director's report in June. In July at a special called or regular meeting, the evaluation would be presented to the Director. Those dates can be changed by the board.

The Director explained that an example of a potential goal for an evaluation would be to lead and complete a strategic plan for the Library System. The Director suggested that would be an example of one of her goals and she would like to use State Aid funds to hire a strategic plan consultant to assist with that goal. Dr. Wilson stated that a strategic plan is not going to help with setting measurable action goals, it would help with the vision of where you want the library to be. He suggested having someone proctor a work session with the library board on their ideas for a strategic plan. He explained that this will help the Board to focus on achieving where the library wants to be in the future and not on the day-to-day management that the Director and upper management should be handling. He suggested involving senior level staff in the workout session to share their ideas and the board will have a final vote on the strategic plan.

Mr. Parton made a motion to have a work session. Ms. Childers seconded the motion. Unanimous approval.

Dr. Wilson will reach out to a proctor for the work session. Dr. Wilson mentioned that board members should not send emails with HR related information about the Directors evaluation, to prevent that information getting out to the community via FOIA. He also suggested that the evaluation be done anonymously by survey to compile the board's opinion as one voice, leaving individual personalities out of it. If this information needs to be handed over for a lawsuit or an employee wants to see her actual evaluation, it will not have our individual names tied to it and protects everyone involved.

Ms. Pinkerton expressed that an evaluation is supposed to be a positive thing, when did it get so negative? The evaluation goes both ways; the board evaluates the director, and the director evaluates the board. The South Carolina manual suggests that the Library Director should have an evaluation every year.

Ms. Osborn stated that the reason it got so negative is because of a Facebook post that mentioned that the Director had not been evaluated and comments on that post saying 'hang on until December and then she won't be here to worry about anymore.' This is the reason for the negative feeling.

Dr. Wilson suggested that we include input from staff and library patrons as part of the evaluation. Dr. Wheeler stated that getting input from the community will help with the strategic plan, but it will not help with the evaluation process. It would just turn into a morass, trying to get public opinion.

Mr. Parton suggested that we should involve the community, but not as an evaluation. Have a box out there and say "tell us what you like about the library or if there's something we could do differently".

The Director clarified that we must make sure that our goals in our strategic plan match what the community wants. Dr. Wheeler clarified that this is not for the formal evaluation.

Ms. Childers agreed that involving the staff and the community in building the strategic plan is a good idea. Dr. Wilson suggested a survey to measure the loyalty of our patrons, "how likely are you to refer a friend to the library?" 0 to 10 and "Why or why not?"

The Director asked if a group starts using this survey in a malicious way, can we toss those? Ms. Pinkerton said no because they are part of the community. Ms. Osborn asked what we do if what they are saying is not true.

Dr. Wheeler stated that he would like to know what the Director's goals are, based on experience, observation, and what works and that does not work.

Dr. Wilson explained how the survey for the staff will work. Have all board members submit topics or issues that they feel are important, the Director will compile that list for all board members to rank each topic from 0 to 5 on importance to the library. This will show what topics and issues should be added to the strategic plan survey for library staff to take.

Dr. Wheeler stated that by June 1st the survey for the community will go out. Ms. Osborn clarified that once the library posts the survey on Facebook, board members can share the survey on their Facebook page. Dr. Wilson suggested that the HR 10-question survey for staff should be ready to ready by the end of June and then send it out to staff after July 4th holiday. Then have the data to review at the July 24th meeting. Ms. Osborn suggested meeting again in June. The Director pointed out that she will need to check room availability before we schedule another meeting. Ms. Osborn made a motion to adjourn. Dr. Wheeler seconded the motion. Meeting adjourned at 7:33 pm.

Next Meeting: Thursday, July 24, 2025, 6:00pm at the Hampton Memorial Library, Easley