

**ORANGE COUNTY LIBRARY SYSTEM
PERSONNEL COMMITTEE MEETING MINUTES
September 29, 2020
Zoom Meeting**

Personnel Committee Member Present: Nicole Benjamin – OCLS Board of Trustees

Library Administration Present: Mary Anne Hodel, Director / Chief Executive Officer
Kris Shoemaker, Chief Financial Officer
Kim Bennett, Human Resources Director

Prior to the meeting, the following information was distributed to each member of the Personnel Committee:

- Grants, Awards, Donations, and Fundraiser Report
- FY 2020 4th Quarter Report on Director's Goals
- FY 2020 4th Quarter Report on Strategic Plan

The purpose of the meeting was to conduct the annual performance evaluation of Director Hodel.

The Personnel Committee discussed and evaluated Ms. Hodel's performance for each category listed on the evaluation form: Mission and Strategic Planning, Public Relations, Fundraising and Library Perspective, Steward of Collection, Steward of Capital Resources, Technology Development, Fiscal Responsibility and Stewardship, Employment and Staffing, and Training. In each category, as well as the overall rating, the Personnel Committee gave Ms. Hodel the same rating: Far Exceeds Requirements.

Among Ms. Hodel's many accomplishments, the Committee referenced the way she handled the COVID-19 pandemic; specifically, how the library was able to continue offering services and transition to online events seamlessly. The Committee commended Ms. Hodel for doing an outstanding job of leading the Library through these unprecedented times, especially balancing the needs of the public with the safety of the staff. The Committee also commended Ms. Hodel about her overall knowledge of not only the day to day operations of the library but also being well versed in the areas of investments and construction.

The recommendations of the Personnel Committee to the Library Board of Trustees are summarized as follows:

1. Rate Ms. Hodel's overall performance as Far Exceeds Requirements.
2. Consistent with the FY 2021 Compensation Plan for staff, award Ms. Hodel 60 hours of non-re-occurring vacation based on her overall Far Exceeds Requirements rating.