Minutes: Personnel Committee – July 22, 2026 (#033-26)

M I N U T E S
IFLS Library System
Personnel Committee
July 22, 2026

The Personnel Committee of the IFLS Board of Trustees met on Wednesday, July 22, 2026, at Hammond Public Library, 555 Klein Drive, Hammond, Wisconsin, as well as via Zoom. Pagonis called the meeting to order at 10:38 am.

QUORUM AND CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW:

Joanne Gardner established that a quorum was present and certified that the meeting had been properly noticed in compliance with open meeting law.

PERSONNEL COMMITTEE MEMBERS PRESENT:

Judy Achterhof (St. Croix County), **Mary Ellen Brue** (St. Croix County), **Stella Pagonis** (Eau Claire County), **Mike Schendel** (St. Croix County), **Julie Woodruff** (Chippewa County).

PERSONNEL COMMITTEE MEMBERS ABSENT:

None.

OTHERS PRESENT:

John Thompson (Director), **Adam Fuller** (Business Manager), **Joanne Gardner** (Administrative Associate/Recorder), **Katelyn Dubiel** (Public Services Consultant).

AGENDA:

MOTION: #21(26) To approve the agenda as presented. Achterhof/Schendel
RESULT: Carried.

CITIZEN COMMENTS:

There were no citizen comments.

MINUTES:

MOTION: #22(26) To approve the Personnel Committee minutes dated May 27, 2026 (Doc. #023-26). Woodruff/Brue
RESULT: Carried.

Woodruff noted her attendance was not included. Gardner will make the correction.

SYSTEM DIRECTOR EVALUATION:

The Director Evaluation from the trustees was generally glowing, ranging from excellent to favorable management skills, clear understanding of the IFLS budget, as well as an understanding of the state laws. No trustees had any suggestions for improvement.

The Director evaluation from staff were very favorable and indicates effective leadership and decision making. There were two comments provided in the evaluation results from staff that noted that the director's approach is passive to staff oversight, evaluation, and communication. The other comment addressed the onboarding for new staff.

Survey results from both the Staff and Board indicate the director strengths include patience, clear explanations, excellent general knowledge, and attentiveness. No one from either group indicated an area that needs improvement or is unsatisfactory.

Thompson noted the current onboarding process. When an employee starts, they first meet with their supervisor to start the onboarding process. They meet with the Business Manager to review employment, personnel manual, and complete paperwork related to benefits. The employee also meets with the Administrative Associate to discuss office procedures. The director typically also meets with new staff. The process has evolved over time. The last few employees have been for Bibliographic Services who report to their direct supervisor as well as the supervisor of MORE services.

IFLS has evolved into a hybrid workplace. All-staff meetings are held on a regular basis. Some are held in-person and the rest remote. Thompson always looks for ways to build communication into the agendas.

MOTION #23 (26): To accept the System Director Evaluation as presented. Brue
RESULT: Carried.

SYSTEM DIRECTOR ACCOUNTABILITIES:

The Personnel Committee received the Director Accountabilities for July 2025-June 2026 and how they were completed. They also received the proposed accountabilities for July 2026-June 2027 to review. Thompson noted that there was a new action step added to proposed accountabilities to research and evaluate avenues for staff and supervisors to have discussions about work goals/position priorities. Thompson noted that the Program Managers have been meeting regularly to work on the staff onboarding process as well as staff evaluation processes.

MOTION #24 (26)**:** To accept the 2025-2026 and move forward with the 2026-2027 Director Accountabilities (Doc. #025-26). Woodruff
RESULT: Carried.

ADJOURNMENT:

Motion to adjourn at 11:30 am.

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Joanne Gardner, Recorder/Administrative Associate