

# Study Session Agenda

**October 16, 2023**

**BOARD OF TRUSTEES:** Andrea Cobb, President; Sara Irish, Vice President; Theresa Pan Hosley, Trustee; J. Manny Santiago, Trustee

## **HYBRID MEETING**

In Person: Graduate Tacoma, 919 S 9th St, Tacoma, WA 98405

Online: <https://us02web.zoom.us/j/84703254404?pwd=VTdQaFhuekJnRGNKSnB1Qlp4aTZUdz09>

Meeting ID: 847 0325 4404

Passcode: 248163

## **CALL TO ORDER**

### **2023 IN REVIEW: WORKPLAN, ACCOMPLISHMENTS, AND STRATEGIC REORGANIZATION –**

Kate Larsen, Director, Amita Lonial, Deputy Director, and Rodney Croston, HR Manager

**2023 DIRECTOR REVIEW –** Shelby Fritz, Human Resources Director, City of Tacoma

## **FOR THE GOOD OF THE ORDER**

## **ADJOURNMENT**

The next regular Board meeting will occur on Wednesday, October 18, 2023, at 5:30 p.m. at the Moore library, 212 S 56<sup>th</sup> St., Tacoma, WA, 98408



LIBRARY DIRECTOR  
PERFORMANCE  
EVALUATION

PERFORMANCE YEAR: XXXX - XXXX  
EVALUATION CONDUCTED ON: XXXX XX, XXXX

DRAFT

## Ratings Definitions

**5 – Exceptional Performance:** Demonstrates particularly excellent sustained performance of such high quality that it results in meeting organizational goals that would not otherwise have been achieved. Exerts a significant positive influence toward organizational growth. Demonstrates the performance characteristics outlined in the "Exceeds Expectations" and "Effective" categories.

**4 – Exceeds Expectations:** Demonstrates unusually good performance that exceeds expectations in critical areas. Exhibits sustained support of organizational goals. Improves the quality and/or cost effectiveness of management practices, operating procedures, task assignments and/or program activities. Effectively handles difficult and unpredicted and/or unprecedented problems.

**3 – Achieves Expectations:** Demonstrates good, sound performance that meets organizational goals. Completes critical activities in an effective manner. Applies technical skills and organizational knowledge to successfully carry out assigned duties. Plans and performs work according to organizational priorities and schedules. Communicates clearly and effectively.

**2 – Requires Development:** Performance is deficient in one or more key areas and will require additional training or assistance to fully achieve expectations.

**1 – Unsatisfactory:** Shows a lack of awareness of or regard for policy implications or assignments. Circumvents established procedures, resulting in unnecessary expenditure of time or resources. Reluctance to accept responsibility. Performance failed to meet expectations in essential areas of responsibility and/or critical goals were not met. Work is behind schedule and/or of poor quality.

# Strategic Priority 1: Investment in Youth

**2023 Goals:**

- Strengthen school relationships
- Expand after school learning
- Expand services to institutions serving youth
- Focus on early childhood literacy

**Library Director Comments:**

**Library Board of Trustees Assessment:**

- **Accomplishments:**
- **Opportunities:**
- **Rating:**

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5	4	3	2	1
Exceptional Performance	Exceeds Expectations	Achieves Expectations	Requires Development	Unsatisfactory

## Strategic Priority 2: Learning, Creativity, and Innovation

### 2023 Goals:

- Launch Makerspace at Main Library and as systemwide resource
- Expand digital literacy offerings
- Focus on programs and services to older adults

### Library Director Comments:

### Library Board of Trustees Assessment:

- **Accomplishments:**
- **Opportunities:**
- **Rating:**

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5	4	3	2	1
Exceptional Performance	Exceeds Expectations	Achieves Expectations	Requires Development	Unsatisfactory

## Strategic Priority 3: Cultivate and Engage Community

### 2023 Goals:

- Launch improved world languages collection
- Develop infrastructure to support bilingual services
- Provide tools and training to staff to support and engage community

### Library Director Comments:

### Library Board of Trustees Assessment:

- **Accomplishments:**
- **Opportunities:**
- **Rating:**

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5	4	3	2	1
Exceptional Performance	Exceeds Expectations	Achieves Expectations	Requires Development	Unsatisfactory

## Strategic Priority 4: Equity and Access

### 2023 Goals:

- Expand access to digital services and tools
- Develop infrastructure to support patron and staff safety
- Refresh customer service expectations with an emphasis on equity and being radically welcoming

### Library Director Comments:

### Library Board of Trustees Assessment:

- **Accomplishments:**
- **Opportunities:**
- **Rating:**

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5	4	3	2	1
Exceptional Performance	Exceeds Expectations	Achieves Expectations	Requires Development	Unsatisfactory

## Strategic Priority 5: Responsible and Resilient

### 2023 Goals:

- Complete Main Library construction and reopening
- Complete site study to further the effort to restore library services to Hilltop and Eastside communities
- Update library policies, facilities, and operational processes

### Library Director Comments:

### Library Board of Trustees Assessment:

- **Accomplishments:**
- **Opportunities:**
- **Rating:**

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5	4	3	2	1
Exceptional Performance	Exceeds Expectations	Achieves Expectations	Requires Development	Unsatisfactory



## Overall Rating

**Library Director Comments:**

**Library Board of Trustees Assessment:**

- **Accomplishments:**
- **Opportunities:**
- **Rating:**

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5	4	3	2	1
Exceptional Performance	Exceeds Expectations	Achieves Expectations	Requires Development	Unsatisfactory