OSHKOSH PUBLIC LIBRARY

106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

M E M O R A N D U M

To: **Oshkosh Public Library Board**

From: **Jeff Gilderson-Duwe**

Date: **January 22, 2015**

Subject: **Evaluation of Library Director's 2014 Performance and 2015 Compensation Review**

I would like to propose the following procedure for the library board to conduct its evaluation of my performance in 2014 and its review of my 2015 compensation.

1. I will submit a self-evaluation memo to trustees in advance of the February meeting, which is scheduled for February 26, 2015;
2. Hold a closed session at the February 26, 2015 Library Board meeting to accomplish the following tasks:
   - Discuss with me my past year's performance, future priorities, and any feedback you wish to provide;
   - Review with me my written self-evaluation and your feedback; and
3. Schedule a meeting of the Library Board's Director Compensation Committee.
4. In advance of its meeting, I will provide the committee with information about application of the library pay plan and other circumstances for consideration.
5. If requested, I will meet with the Board's Director Compensation Committee in time for it to formulate a recommendation for consideration at the March 26, 2015 Board meeting.
6. As has been the practice in the past, the Board President will summarize the consensus of the Board and any feedback to the Director in a letter, submit it to the other trustees for confirmation and then send it to the Director for placement in the personnel file.

I hope that this approach will allow us to have a constructive conversation about my performance as your Library Director.