

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: December 9, 2024

Time: 5:15 pm

Place: 190 Price Mall, Crescent City CA 95531

(707) 464-9793

ZoomLink:

<https://us06web.zoom.us/j/85337142411?pwd=YocFvWke3wl17HZCn9skZnGPNsK7KP.1>

Meeting ID: 853 3714 2411

Passcode 582157

Public Comment

ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agenized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item unless we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

I. Call to Order

II. Communications

1) Public Comment Period

III. Consent Agenda

- 1) Minutes: Review, potentially modify, and approve minutes from September 9, 2024 Regular board meeting.
- 2) Claims: Review, potentially modify and authorize claims.*

IV. Committee Reports

- 1) Del Norte Reads
- 2) Library Manager
- 3) Smith River Branch
- 4) Friends of the Library
- 5) Trustees
- 6) Policy

V. Unfinished Business

None

VI. New Business

- 1) Move \$629 from line 91127 Friends of DNL to line 20228 promotional items. The funds are reimbursements for items purchased for our events and activities.
- 2) Discuss and approve a technology stipend for Christopher O. He is the IT specialist and spends several hours a month working on computer literacy for patrons, restoring the internet connection when it fails, and providing assistance with any technical issues the library may have. He also communicates with Mark Raintree on technical issues and Christopher is able to carry out instructions that Mark provides. The rate of pay will be discussed by the board. We would bill line 20230 Professional services and pay Christopher like we would anyone providing a professional service to the library.
- 3) Discuss and approve the director's evaluation.
- 4) Discuss and approve a salary increase for the book keeper and the director. Salary for the book keeper currently \$17.50 an hour to increase to \$18.50 an hour and the director salary currently \$23.50 an hour to increase to \$25 an hour.

VII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for January 13, 2025 at 5:15 pm.

Del Norte County Library District 2024 Director Evaluation Summary Sheet

Prepared by: Andrew Napier Board of Trustees President

5=Excellent, 4=Above Average, 3=Average, 2= Below Average, 1= Poor.

Individual Characteristics	
Description	Average Score
Diligent and thorough in the discharge of duties, "self-starter"	3.9
Exercises good judgment	3.3
Displays enthusiasm, cooperation, and willingness to adapt	4.5
Manner and physical demeanor appropriate for the position	2.9
Exhibits composure, appearance and attitude appropriate for executive position	3.3
Category Average Score	3.6

Citizen Relations	
Description	Average Score
Responsive to requests from citizens	4.3
Demonstrates a dedication to service to the community and its citizens	4.6
Maintains a nonpartisan approach in dealing with the news media	4.1
Meets with and listens to members of the community to discuss their concerns and strives to understand their interests	4.0
Gives an appropriate effort to maintain citizen satisfaction with district services	4.3
Category Average Score	4.3

Professional Skills and Status	
Description	Average Score
Maintains knowledge of current developments affecting the practice of local government management	4.1
Demonstrates a capacity for innovation and creativity	4.5
Anticipates and analyzes problems to develop effective approaches for solving them	3.3
Willing to try new ideas proposed by governing body members and/or staff	4.4
Sets a professional example by handling affairs of the public office in a fair and impartial manner	3.3
Category Average Score	3.9

Staffing	
Description	Average Score
Recruits and retains competent personnel for staff positions	3.1
Applies an appropriate level of supervision to improve any areas of substandard performance	2.8
Stays accurately informed and appropriately concerned about employee relations	3.1
Professionally manages the compensation and benefits plan	3.2
Promotes training and development opportunities for employees at all levels of the organization	3.6
Category Average Score	3.2

Relations With Elected Members of the Governing Body	
Description	Average Score
Carries out directives of the body as a whole as opposed to those of any one member or minority group	4.0
Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions	4.2
Disseminates complete and accurate information equally to all members in a timely manner	3.7
Assists by facilitating decision making without usurping authority	4.2
Responds well to requests, advice, and constructive criticism	4.0
Category Average Score	4.0

Supervision	
Description	Average Score
Encourages heads of departments to make decisions within their jurisdictions with minimal general manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff	3.4
Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level	3.8
Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the general manager's office	3.0
Seeks to improve staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback	2.3
Encourages teamwork, innovation, and effective problem-solving among the staff members	3.5
Category Average Score	3.2

Policy Execution	
Description	Average Score
Implements governing body actions in accordance with the intent of the board	4.2
Supports the actions of the governing body after a decision has been reached, both inside and outside the organization	4.6
Understands, supports, and enforces local government's laws, policies, and ordinances	4.3
Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness	4.2
Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical	4.3
Category Average Score	4.3

Fiscal Management	
Description	Average Score
Prepares a balanced budget to provide services at a level directed by the board	3.4
Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively	4.0
Prepares a budget and budgetary recommendations in an intelligent and accessible format	3.4
Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability	3.3
Appropriately monitors and manages fiscal activities of the organization	3.3
Category Average Score	3.5

Reporting	
Description	Average Score
Provides regular information and reports to the governing body concerning matters of importance to the district	4.3
Responds in a timely manner to requests from the governing body for special reports	4.0
Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature	4.4
Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience	4.0
Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience	3.8
Category Average Score	4.1

Community	
Description	Average Score
Shares responsibility for addressing the difficult issues facing the district	4.0
Avoids unnecessary controversy	3.5
Cooperates with neighboring communities, cities, and the county	4.3
Helps the board address future needs and develops adequate plans to address long term trends	3.8
Cooperates with other regional, state and federal government agencies	4.0
Category Average Score	3.9

Overall Score

3.8

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?	What constructive suggestions or assistance can you offer the manager to enhance performance?
<p>Strengths are lacking projects with very little to no direction. Especially with grant and budget. She doesn't familiar with, and working her way through them. Also being available to the board and willingness to do outside training.</p> <p>She is friendly, hardworking and driven to do outreach and promote the library to the city.</p> <p>Very Creative, thinks outside the box to find solutions, create collaboration, outreaches.</p> <p>She is always enthusiastic to work with the community, almost to a fault. Comes us with new things to implement for the public, finds grants.</p> <p>Phyllis cares deeply about Del Norte and Tribal Lands. She has a vision for the library to stay relevant and safely serve the needs of the community. She is reflective and wants to improve weak areas.</p> <p>Very supportive of the staff, works hard to reach out to the community especially the native americans. Willingness to participate in ongoing educational opportunities.</p> <p>Phyllis has a passion for the library and getting material to the community. It is clear that she wants library material to get to as many as possible. She strives to be inclusive. I am impressed with her ideas and her ability to grow the program. She has done very well in expanding the library offerings.</p>	<p>Boundaries, while working on things you can't be interrupted on, establish boundaries early so you won't react or get flustered as easily. This may be setting "break" times in when doing long projects so employees can touch base or if these may mean adjusting. Better time management, going forward knowing what is coming set up time so maybe it doesn't feel so rushed or overwhelming.</p> <p>I would ask that she doesn't push herself to hard. It always seems like she is at some event or driving to hand out books. Pace yourself, and don't get too stressed.</p> <p>I think overall Phyllis is a great manager</p> <p>Leave out personal affairs/emotions. Focus on tasks/problems at hand. Try not to stray from topic at hand. Promote communication and professional attitudes.</p> <p>I don't think I can offer anything that Phyllis is not already working on. She really wants to grow in her HR skills, and she is attending training to do so.</p> <p>The director is striving to do her best and she has a supportive staff. Having that hopefully she can gain in self confidence.</p>
What performance area(s) would you identify as most critical for improvement?	What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?
<p>Issues with staffing, HR, and conflict resolution. We have already identified these as things to be worked on and feel we just need to keep up with ongoing trainings. I cannot think of an area that I identify which requires improvements.</p> <p>Monetary/budgeting</p> <p>HQ! Personell management, Priority management, Professional development. Wasn't trained for this role.</p> <p>HR practices such as onboarding and training, and budgeting for Del Norte Reads.</p> <p>Organizational skills to be provided with more HR Training opportunities</p> <p>Phyllis is not a supervisor. She is emotional and lacks confidence in her position. She also lacks follow through with staff and has a difficult time communication in a professional manner.</p>	<p>Work out evaluations for employees, continuing trainings, and check in with employees on a regular basis.</p> <p>Thank you for providing me with this job as well as all of the extra training via online webinars and college courses. Keep up the good work, I hope we are able to expand the library soon.</p> <p>Create a more positive interpersonal professional relationship between staff and manager. Try to get priorities right and manage your time and energy.</p> <p>To decide on no more than 1-3 obtainable goals for growth. Phyllis has a wonderful vision for the library, and it can not all be done at once.</p>