

**ORANGE COUNTY LIBRARY SYSTEM
PERSONNEL COMMITTEE MEETING AGENDA
November 15, 2022
Orlando Public Library
Magnolia Room**

Personnel Committee Members Present: Danielle Levien – OCLS Board of Trustees

Library Administration Present: Steve Powell, Director/Chief Executive Officer
Yvonne Hartley, Chief Human Resources Officer

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

- Grants Received Report
- Director's Evaluation Form

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

Director Powell provided Trustee Levien a summary of his performance and reviewed his achievements since his promotion from Interim Director & COO to Library Director/CEO.

Trustee Levien evaluated Director Powell'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. Trustee Levien gave Director Powell an overall rating of Far Exceeds Requirements.

Trustee Levien commended Director Powell's accomplishments during his time as Director which include: removing and lowering barriers to service and increasing accessibility, by removing overdue fines, increasing auto renewals from three to five, making DVDs available via Home Delivery, adding ways to appeal a trespass warning, creating group home cards, offering a hotspot lending program and authorizing the Farmworker's Association membership card as proof of residency. Trustee Levin recognized these changes that have taken place under Director Powell's leadership – without having a COO – as a breath of fresh air.

Trustee Levien commended Director Powell's focus on finding ways to lower barriers to services for customers and how we can serve them, and his vision for building relationships outside the library's four walls. Trustee Levien remarked that his efforts go beyond recruitment and retention; and show that Director Powell cares about the staff and is invested in their growth and overall well-being.

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

1. Rate Director Powell's overall performance as Far Exceeds Requirements.
2. Consistent with the FY 2022 Compensation Plan for staff, award Director Powell 60 hours of PTO based on his overall Far Exceeds Requirements rating.

Vice President Benjamin, seconded by Trustee Tam, moved to approve the Personnel Committee recommendations and to approve the Personnel Committee minutes. Motion carried 5-0.