



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
**BOARD OF DIRECTORS WORK SESSION**  
Medford Branch Library  
Board Room  
205 S Central Ave, Medford, OR  
May 16, 2023, 3:30 p.m.

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## **MINUTES**

### **ATTENDEES**

Present at the meeting were: Board Members Eric Dziura (President), Viki Brown (Vice President), Susan Kiefer, Marissa Barrientos Shepherd, and Kim Young.

Additional attendees: Kari May (Library Director), Jennifer Schoorl

### **CALL TO ORDER/ROLL CALL**

President Dziura called the meeting to order at 3:03 p.m. Roll call was taken.

### **HR Answers Evaluation Training**

HR Answers consultant Jennifer Schoorl presented to the board about how to deliver performance evaluations. Her presentation highlighted why performance appraisals are conducted, preparing for an appraisal, providing feedback in the evaluation, and the overall steps to take to conduct an effective evaluation. Schoorl pointed out the importance of tracking performance throughout the year and avoiding the “recent event effect” and encouraged board members to find a way to note significant moments as they happen by creating some sort of personnel file. She reviewed the type of language to use in the formal evaluation and common pitfalls to avoid.

Schoorl is leading the evaluation process for the Board’s evaluation of Library Director Kari May, which will be complete by the end of June.

### **ADJOURN**

President Dziura adjourned the meeting at 3:45 p.m.

/s/ Kari May

Recording Secretary