

## MEMO

**To:** Montana State Library Commission  
**From:** Sharon Hardwick, HR Specialist, Commission Personnel Subcommittee  
**Subject:** July 2025 Personnel Committee meeting minutes  
**Date:** August 27, 2025

The MSL Personnel Committee met via Zoom on July 16, 2025, for the purpose of discussing the State Librarian's annual evaluation and process. Members present were:

Robyn Scribner  
Peggy Taylor  
Tom Burnett  
Jennie Stapp  
Sharon Hardwick (minutes)

### **Evaluation Format:**

- Reviewed contents of librarian's eval sample (sample previously provided by Commissioner T Hall). Agreed that the core topics were covered in the state's Talent evaluation format.
- Talent evaluation format is required by DoA and will be completed by the Personnel Committee.
- Requested that "Supports decisions and goals of the commission" be added to the competencies (\*see below)
- Include Commission T Hall's sample eval
- Librarian eval will be provided to commission members to complete and submit to Committee Chair (Robyn). The Committee will compile the results.
- Librarian eval has been circulated enough that it is appropriate to utilize for upcoming eval

### **Input from staff:**

- Personnel Committee will seek input from MSL staff on the State Librarian every 3<sup>rd</sup> year. (previously requested in 2023)
- Request for feedback will be sent to all MSL staff.
- Committee will review format used to survey staff last time and adjust as they see fit.

### **Job description:**

- Committee will review duties, percentages of time spent on categories prior to the December evaluation
- Jennie will review and send her comments to Committee for review

**Schedule:**

- **October 8** Commission meeting – outline process/timeline to full commission and distribute eval to commission members
- **November** - Jennie completes self eval early in the month and forwards to committee chair
  - Committee will organize work session(s) to review and compile feedback from other commissioners and to complete Talent eval
- **December 10** Commission meeting –
  - Copy of completed evaluation will be delivered to State Librarian and commission members at least 4 working days prior to meeting.
  - Commission will call an executive session at the commission meeting to review finalized evaluation with State Librarian.

**\*Note:** Requested language was added at the end of the Talent evaluation form:

**Work with MSL Commission:**

*Effectively communicates and interacts with members of the MSL Commission; supports decisions and goals of the commission.*