

METROPOLITAN LIBRARY SYSTEM
PERFORMANCE MANAGEMENT STUDY
Performance Management Committee (PMC) *Charter*
February 2017

Purpose of the Committee

The Metropolitan Library System has established a Performance Management (PMC) Committee which will serve as our internal partner for the duration of this project.

The purpose of the Committee is to:

1. Provide input into and understanding about performance evaluation and related issues at the Metropolitan Library System.
2. To learn and dialogue about performance management systems, including current trends. The Committee will also review options and make recommendations about the best methods for the Library to maximize employee performance, development and recognition.
3. Review preliminary findings and recommendations and function as a sounding board for project activities, findings and recommendations.
4. Serve to enhance communications with staff throughout the project so as to:
 - a. create a valuable transparency of process;
 - b. build support and buy-in for project recommendations; and
 - c. be a “point of contact” for staff who have questions about the project.
5. Encourage employees to participate in the process through communication meetings and completing the all-employee survey.
6. Serve as a resource to the Consultants on staff perceptions, needs and interests.
7. Review preliminary recommendations.
8. Support and advocate for performance management system implementation.

Role of the Committee

The Committee functions as a sounding board, providing input and feedback, but is not a steering or decision-making body. Each member of the Performance Management Committee (PMC) is committed to the success of the process and will bring energy, time, enthusiasm, and thoughtful suggestions to each meeting. Each member represents the Library as a whole, though each brings additional and specialized knowledge from their own department, branch and position. Each Committee member should feel comfortable to voice opinions, suggestions and ideas.

The role of the Committee includes the following tasks:

- Attending all Committee meetings with the Consultants; two (2) onsite and two (2) virtual;
- Assisting in formulating strategies through which information can be reported back to the rest of the staff throughout the project;
- Identifying issues and needs pertaining to performance management; and
- Reacting to ideas, findings and recommendations.

Though other issues may be discussed during the life of the project, the Committee will strive to contain its recommendations to performance management. Other topics and issues will be compiled into a separate appendix to the report by The Singer Group and presented to Library leadership for their consideration.

Committee members will keep group discussions and preliminary findings of the Consultants confidential until the appropriate time, as determined by the Consultants and Library Leadership. In addition, with respect for the privacy of Library employees and co-workers, the Committee will not make recommendations concerning individual employees.