

Franklin Public Library
Library Board Personnel Committee Meeting
October 17, 2023
Minutes: Approved November 27, 2023



I. Call to Order and Attendance: M. Imp (MI), D. Weber (DW), J. Williams-Killackey (JWK), Library Director J. Loeffel (JL) and Assistant Director K. Whitmore (KW), were in attendance.

II. Approval of the August 10, 2023 Personnel Committee Meeting Minutes: DW moved to approve the minutes from the August 10, Personnel Committee Meeting Minutes. MI seconded. Motion carried.

III. Business:

- a. **Discussion of Recent Personnel Changes and Cost-Saving Strategies:** No major changes were proposed.
- b. **Review of Adult Services Librarian/Assistant Director Job Description:** JL worked with KW to revise the Assistant Director's job description, bringing it into alignment with the Director's job description and request from the City to review all job descriptions. Revision will be presented to the Library Board for approval.
- c. **Review of Circulation Supervisor Job Description:** JL worked with staff to revise Circulation Supervisor job description bringing into alignment with the Circulation Supervisor job description. Revision will be presented to the Library Board for approval.
- d. **Discussion of Library Director Evaluation Forms and Feedback from the Library Board:** Director evaluation forms will be emailed to staff and Board Members November 1. Evaluations should be returned/completed by November 17. A reminder will be sent November 20 to those who have not completed it.

IV. Select Future Meeting Dates: Monday, November 27, 2023 at 5:00pm.

V. Adjourn: JWK moved to adjourn the meeting at 5:46pm. DW Seconded. Motion carried.

Submitted by Maria Imp