

**Franklin Public Library  
Personnel Committee Meeting  
December 13<sup>th</sup>, 2021**

**Minutes**

- I. **Call to Order:** RB called the meeting to order at 5:01pm. Roll call was taken – Revian Berrios (RB), Maria Imp (MI), Judi Williams-Killackey (JW), and Jennifer Loeffel (JL) were in attendance.
- II. **Approval of the November 10<sup>th</sup>, 2021, Personnel Committee Meeting Minutes:** MI moved to accept the minutes of the November 10<sup>th</sup>, 2021, meeting. JW seconded. Motion carried.
- III. **Business:**
  - a. **Discussion of Potential Personnel Strategies for 2022 and Beyond:** JL presented the committee with several staffing scenarios outlining adjustments and savings. MI, JL, and a member of the Finance Committee will meet with Peggy Steeno to discuss the payroll amount in the budget.
  - b. **Discussion of Updated Library Director Job Description:** JL presented an updated job description. The Personnel Committee will review and further discuss at their next meeting.
  - c. **Discussion of Library Director Evaluations, 2021 Accomplishments, and Goals for 2022:** MI moved to go into closed session at 5:35p.m. to discuss JL’s evaluations from staff and Board. JW seconded. Roll call vote approved the motion. RB moved to come out of closed session at 6:26p.m. MI seconded. Roll call vote approved motion.
- IV. **Select Future Meeting Dates:** Next Personnel Committee Meeting will be held January 3<sup>rd</sup>, 2022, at 5pm.
- V. **Adjournment:** MI moved to adjourn the meeting at 6:34pm. RB seconded. Motion carried.

Respectfully submitted, Maria Imp, Library Board President

Approved January 3, 2022