



**Franklin Public Library
Board of Trustees
Personnel Committee Meeting
September 29, 2022**

- I. Call to Order – MI called the meeting to order at 5:08 (due to recording equipment being set up). Roll call attendance was taken. DW and JWK were in attendance.
- II. Approval of Minutes of January 24th Personnel Committee Meeting – tabled.
- III. Business
 - a. Review of Library Director Job Description – done by committee
 - b. Review and Possible Revision of Library Director Evaluation Form – Committee reviewed each item on both Staff and Board evaluation forms and made multiple changes in wording. Forms will be presented to the full Board of Trustees for review at the October 25th meeting. All evaluations will be sent out after the meeting and due back by November 8th.
- IV. Future Meeting Date(s): Wednesday, November 16th, 5:00pm, Sievert Conference Room.
- V. Adjournment: DW moved to adjourn meeting; JWK seconded. Motion carried.