

**Franklin Public Library Board of Trustees
Personnel Committee Meeting
September 23, 2024 5:00pm
Sievert Conference Room**



**MINUTES
Approved October 28, 2024**

I. Call to Order – M Imp called meeting to order at 5:05pm. D Weber and J Loeffel were in attendance. J Williams-Killacky joined the meeting at 5:30.

II. Approval of the November 27th, 2023 Personnel Committee Meeting Minutes – D Weber motioned to approve minutes; M Imp seconded. Motion carried.

III. Business:

- a. **Review and Discussion Regarding Current and Future Staffing** – J Loeffel gave committee a full staffing list and discussed possible changes in 2025.
- b. **Review of Library Director Job Description** – review completed by committee.
- c. **Review of Adult Services Librarian/Assistant Director Job Description** – review completed by committee.
- d. **Review of Circulation Manager Job Description** - review completed by committee.
- e. **Discussion of Library Evaluation Forms and Feedback from the Library Board** – both staff and Board evaluation forms were reviewed; slight changes were made.

IV. Select Future Meeting Dates: October 28th, 5:30pm

V. Adjourn – D Weber motioned for adjournment at 5:58pm; J Williams-Killacky seconded. Motion carried.

Submitted by Maria Imp