



beloit public library

Beloit Public Library Board of Trustees
PERSONNEL COMMITTEE

Monday September 10, 2018
605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Martin Densch called the meeting to order at 2:13 pm.
Members present: Martin Densch and Lisa Berrones (via phone).
Member Absent: Clinton Anderson.
Also present: Library Director, Nick Dimassis and Library Leadership Team: Business Manager, Jennifer Laatz; Head of Programming & Partnerships, Kristi Helmkamp; Head of Library Services, Jeni Schomber; Head of Library Resources, Michael DeVries; and Outreach and Communications Coordinator, Amy Mitchell.
2. Discussion on Library Job Descriptions – The Leadership Team has been working on the job descriptions since February of 2018. They paused during the implementation of the service floor model and during the reorganization of the management structure. The job descriptions presented align with the new management structure and are codifying what we have already implemented with regards to the service floor model. The job descriptions also include language recommended by the city attorney that is also being added to all City of Beloit job descriptions.
3. Martin Densch moved to recommend forwarding to the library board for approval by the full board at the September 19, 2018 board meeting. Lisa Berrones seconded the motion. **Motion Carried (2-0).**
3. Adjournment – Meeting adjourned at 2:30 pm.

Submitted by:
Jennifer Laatz
Business Manager

Beloit Public Library Board of Trustees
Personnel Committee
September 10, 2018, Approved September 19, 2018

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