



# beloit public library

**MEETING NOTICE AND AGENDA**  
**Beloit Public Library Board of Trustees**  
**Personnel Committee**  
**Tuesday November 13, 2018 @ 1:30 pm**  
Beloit Public Library Board Room  
Beloit, WI 53511

1. Call to Order and Roll Call
2. Discussion – Job Descriptions
  - a. Library Director
  - b. Business Manager
  - c. IT Manager
  - d. Outreach & Communications Coordinator
  - e. Head of Programming & Partnerships
  - f. Head of Library Services
  - g. Head of Library Resources
3. Action Item: Recommendation of above job descriptions to Library Board for approval on November 19, 2018
4. Discussion – Library Director Performance Evaluation Process and Schedule
5. Adjournment

**Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. To request this service, please contact the library at 364-2908, 605 Eclipse Blvd., Beloit, WI**