



beloit public library

Beloit Public Library Board of Trustees
PERSONNEL COMMITTEE

Tuesday November 13, 2018

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Martin Densch called the meeting to order at 1:35 pm.
Members present: Martin Densch and Nora Gard.
Member Absent: Clinton Anderson.
Also present: Library Director, Nick Dimassis and Library Leadership Team Members:
Business Manager, Jennifer Laatz; IT Manager, Wyatt Ditzler; and Outreach and
Communications Coordinator, Amy Mitchell.
2. Discussion on Library Job Descriptions – The job descriptions for the leadership team were
presented for discussion. The Head of Library Services, Head of Library Resources, and Head
of Programming and Partnership were recently approved by the Library Board. They are
being presented again to include the language recommended by the city attorney regarding
truthfulness and punctuality. The Business Manager, IT Manager, Library Director, and
Outreach and Communications Coordinator were reviewed in more detail, updated, and
also include the statements regarding truthfulness and punctuality. Changes were
recommended by the Personnel Committee.
3. Nora Gard moved to recommend to the Library Board for approval at the November 19th
meeting the job descriptions as amended for Head of Library Services, Head of Library
Resources, Head of Programming and Partnerships, IT Manager, Business Manager,
Outreach and Communications Coordinator and Library Director. Martin Densch seconded
the motion. **Motion Carried (2-0).**
4. Discussion – Library Director Performance Evaluation Process and Schedule – The first
meeting will be held the last week of November with the first part of the meeting to review
the evaluation form and discuss scoring system. The committee will then move into closed
session to discuss the library director performance. Additional meetings will be scheduled
as needed. Jennifer Laatz will provide the committee with the form and the past 3
evaluations for review prior to the meeting in late November.
5. Adjournment – Nora Gard moved to adjourn, Martin Densch seconded the motion. Meeting
adjourned at 2:45 pm.

Submitted by:

Jennifer Laatz, Business Manager

Beloit Public Library Board of Trustees

Personnel Committee

November 13, 2018, Approved November 19, 2018

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