



beloit public library

**Beloit Public Library Board of Trustees
PERSONNEL COMMITTEE**

Tuesday December 4, 2018

605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Martin Densch called the meeting to order at 1:40 pm.
Members present: Martin Densch and Nora Gard.
Member Absent: Clinton Anderson.
Also present: Business Manager, Jennifer Laatz.
2. Discussion – Library Director Performance Evaluation Process and Schedule – The evaluation form was reviewed and discussed. The process will be to send the form and library director job description out via email to all board members to complete individually and return no later than 5:00 on December 11th. Martin Densch will draft the email and forward to Jennifer Laatz to include attachments. Board members will be directed to print, complete, and return to library in a sealed envelope addressed to Martin Densch. Jennifer Laatz will collect the sealed envelopes and turn over to Marty. The Personnel Committee will then meet at 1:30 on Thursday, December 13th to compile the individual responses into a final performance evaluation. The final document will be shared with Nick Dimassis, Library Director, on Monday, December 17th requesting an optional response back from Nick by December 18th. The Personnel Committee will then discuss with the Library Board in closed session at the December 19th Library Board meeting.
3. Closed Session – tabled until the December 13th meeting.
4. Adjournment – Nora Gard moved to adjourn, Martin Densch seconded the motion. Meeting adjourned at 2:37 pm.

Submitted by:

Jennifer Laatz, Business Manager