

**Beloit Public Library Board of Trustees  
Personnel Committee Meeting  
Wednesday, October 2, 2019, 4:00 pm  
605 Eclipse Blvd., Beloit, WI 53511**

Meeting called to order at 4:05PM. Present: Maribeth Miller, Betty Magnus, Florence Haley. Absent: Amanda Isunza

The committee discussed the metrics used for the previous two evaluations and decided to use the one developed in 2018 for this year's evaluation.

Challenges of previous years were discussed and it was decided that the evaluation would be prefaced with an introduction from the committee to guide board members in completing the evaluation. In preparation for the next meeting, committee members will review the questions used last year and submit any suggestions for changes and thoughts for the preface to the committee chair who will collect them for review and discussion at that meeting.

A timeline was discussed and the committee agreed to meet next at 2.30PM on October 16th before the next board meeting to consolidate our individual recommendations and prepare the evaluation package for distribution. We intend to distribute it that week or the next for members to complete and return the week before the November board meeting (exact dates to be decided at our next meeting). It is our intention to collate the scores and comments into a single document which we will then discuss with the full board in closed session at the November board meeting BEFORE presenting the completed evaluation to the Director. Board approval of the evaluation and 2020 salary increase will be an action item on the December agenda, completing the process.

There will be a closed session noticed for the October 16th committee meeting in case the committee wishes to review the previous two years completed evaluations.

Meeting adjourned at 5:47PM

Submitted by: Maribeth Miller