



# beloit public library

Beloit Public Library Board of Trustees  
PERSONNEL COMMITTEE

Wednesday, April 10, 2019 2:00 pm  
605 Eclipse Blvd., Beloit, WI 53511

1. Call to order and roll call – President Marty Densch called the meeting to order at 2:05 pm. Members present – Marty Densch, Clinton Anderson, and Nora Gard.  
Also Present: Nick Dimassis, Library Director, and Jennifer Laatz, Library Business Manager.
  
2. Job Descriptions –
  - a. Marketing & Communications Coordinator – The library is recommending a change in title to Marketing & Communications Coordinator from Outreach & Communications Coordinator to align with the duties of the position. Nora Gard recommended one change that states the outreach portion of the position is performed in collaboration with the Head of Programming and Community Engagement. Clinton Anderson moved to recommend the Marketing & Communications Coordinator job description as amended for consideration by the full board. Nora Gard seconded the motion. **Motion Carried (3-0).**
  - b. Administrative Assistant – This job description is being updated to include the 2 statements added to all job descriptions recently regarding being forthright and truthful statement and the ability to maintain a schedule and be punctual. The job description was also updated to include the meeting room schedule and set ups. Nora Gard moved to recommend the Administrative Assistant job description as presented for consideration by the full board. Clinton Anderson seconded the motion. **Motion Carried (3-0).**
  - c. Custodian Aide – The job description is being updated to include the 2 statements added to all job descriptions as stated is 2b. Clinton Anderson moved to recommend the Custodian Aide job description as presented for consideration by the full board. Nora Gard seconded the motion. **Motion Carried (3-0).**
  - d. Computer Room Assistant – This job description is being updated to include the 2 statements added to all job descriptions as stated in 2b. Nora Gard moved to recommend the Computer Room Assistant job description as presented for consideration by the full board. Clinton Anderson seconded the motion. **Motion Carried (3-0).**
  - e. Security Monitor – This job description is being updated to include the 2 statements added to all job descriptions as stated in 2b. Marty Densch noted the title on the document was listed as Library Monitor and recommended the change to Security Monitor. Clinton Anderson moved to recommend the Security Monitor job

description as amended for consideration by the full board. Nora Gard seconded the motion. **Motion Carried (3-0).**

3. Library Director Performance Evaluation Process – Martin Densch requested to consider this item at a date to be determined in late summer. Nora Gard moved to table #3 Library Director Performance Evaluation Process to a future meeting. Clinton Anderson seconded the motion. **Motion Carried (3-0).**
4. Adjournment – Clinton Anderson moved to adjourn. Nora Gard seconded. Meeting adjourned at 2:20 pm.

Submitted by:  
Jennifer Laatz  
Library Business Manager