



# beloit public library

**Beloit Public Library Board of Trustees  
PERSONNEL COMMITTEE MEETING  
Thursday September 24, 2020 4:00 pm  
Beloit Public Library Board Room**

1. Call to order and roll call – President Miller called the meeting to order at 4:05 pm.  
Members present – Maribeth Miller, Elizabeth Magnus, and Florence Haley.  
Members absent – None.  
Also present: Business Manager, Jennifer Laatz (4:30 – 5:15).
2. 2020 Library Director Evaluation Process – The evaluation process for 2020 will be a 360 evaluation with input from FABL, Foundation, BPL Staff, and Library Board members contributing. The library director will also complete a self-evaluation. The board discussed a timeline beginning with the evaluations from FABL, Foundation, BPL Staff and the director’s self-evaluation in October. Results from those evaluations will be provided to Library Board members early November with the evaluation form for the board to complete and return by November 13<sup>th</sup>. Preliminary evaluation report will be discussed by the full board at the November 18<sup>th</sup> board meeting. Personnel Committee will then meet with the library director in early December. The board will approve the final evaluation at the December 16<sup>th</sup> meeting. Laatz will type up the timeline as a separate document to be used for future evaluations as well.
3. Adjournment – Haley motioned to adjourn. Magnus seconded the motion. Meeting adjourned at 5:15 pm.

Submitted by:  
Maribeth Miller, President  
Jennifer Laatz, Business Manager