

Beloit Public Library Board of Trustees
Personnel Committee meeting minutes
October 7, 2020 4:00 pm.

Called to order at 4:10pm. All members present.

Reviewed the mechanics of survey distribution

Jennifer Laatz will be asked to forward to library staff

Ken Forbeck will be asked to forward to Foundation board

Kathy McNamee will be asked to forward to FABL board

Reviewed and agreed on the introduction to accompany the surveys

Reviewed the specific survey questions and the process by which Florence derived them (targeted research) Made minor changes to the questions proposed and the answer selections each will offer

Agreed that these results will essentially tabulate themselves so the process timeline can be advanced somewhat

Made adjustments to the timeline and incorporated new deadlines into introduction 'letter' (revisions were documented on the spreadsheet created by J. Laatz)

Agreed that Florence would finalize the surveys for distribution by Maribeth on Monday October 12th. Each group will get an identical survey but three different links will be provided allowing for separate tabulation of each group's responses.

Agreed that Betty would report on this meeting and process at the October 20th board meeting and that Maribeth would provide notes to supplement her own

Adjourned at 5:40pm Motion by Betty, second by Florence, all 3 in favor

Submitted by:
Maribeth Miller

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October 7, 2020, Approved October 21, 2020