

**Franklin Public Library**  
**Board of Trustees Personnel Committee Meeting**  
**August 10, 2023 5:00pm**



**Minutes**  
**Approved October 17, 2023**

I. Call to Order and Attendance – Meeting was called to order by MI. Roll call attendance was taken. JWK and DW were present. JL was also in attendance.

II. Approval of November 28, 2022 Personnel Committee Meeting Minutes – Motion by DW; Seconded by MI. Motion carried.

III. Business:

a. Review of staffing – JL reviewed staffing and compensation in 2023 and presented the city’s projected budget for library staffing for 2024. The city is tentatively proposing a 3% wage increase for 2024. It is noted by the Personnel Committee that the increase in revenue from the city to the library budget will not cover that increase, nor has it for many years. The committee will also develop a long term plan for adding staff, especially in the Children’s Area.

b. Review of Library Director Job Description – No changes were made.

c. Review of all other Library Personnel Job Descriptions – All city department heads were asked to review all job descriptions. JL will bring all library job descriptions into the same format and use the same wording as appropriate. JL will check with the city as to which descriptions need full Library Board Approval and if the city will require a standard format.

d. Review and Possible Revision of Library Director Evaluation Process – no changes were made to forms. The Personnel Committee will present the forms to the Library Board for review at the August meeting.

IV. Select Future Meeting Dates – Personnel Committee will meet in September to finalize the Director Evaluation forms.

V. Adjourn – MI motioned to adjourn at 5:55; JWK seconded. Motion carried.