

**Belleville Area District Library Board  
Personnel Committee Notes  
Wednesday, November 6, 2019**

In attendance: Linda Priest, Barbara Gates, Sharon Peters, Hilary Savage, and Mary Jo Suchy.

The meeting convened at 10:09 am.

The committee approved the use of the existing director's evaluation form with a minor correction in the instructions (Section 1.4: "meet" should be "meets"). The board will be asked to fill out the evaluation by November 27. The personnel committee will meet on December 4, 2019, at 10 am to compile the results. A summary will be presented at the December 10 board meeting.

Proposed updates to some of the library's job descriptions were presented in preparation for hiring for the new library. The librarian job description was divided into two positions: Adult Services Librarian and Children's Services Librarian. Willingness to work collaboratively with other departments was stressed. Technology skills were stressed on the library assistant job description. Library assistants will help the librarians at the reference desk and will work at the branch. The library clerk position is further broken down into desk clerk and processing clerk.

It was recommended that TLN, MLS, and ALA be spelled out (The Library Network, Master of Library Science, and American Library Association).

The committee reviewed the proposed salary recommendations and approved as amended (changing the maximum director salary to \$94,000).

The meeting adjourned at 11:21 am.