

**Franklin Public Library**  
**Personnel Committee Meeting Minutes**  
**Monday, October 28th, 2024, 5:30pm**  
**Approved: November 21, 2024**

- I. Call to Order –M. Imp called meeting to order at 5:30pm. J. Williams-Killackey also attended.
- II. Approval of the September 23<sup>rd</sup> Personnel Committee Meeting Minutes – J. Williams-Killackey motioned to approve minutes with corrections to the spelling of her name; M. Imp seconded. Motion carried.
- III. Business:
  - a. Create a Timeline for the Library Director Evaluation Process: Evaluation forms will be emailed November 6<sup>th</sup> and due back November 20<sup>th</sup>.
  - b. Confirm Changes to Evaluation Forms: Changes were reviewed and confirmed.
- IV. Select Future Meeting Dates: Thursday, November 21, 5:15pm to review evaluation results for presentation to the full Board at the November 25<sup>th</sup> meeting.
- V. Adjourn – M. Imp motioned for adjournment at 5:50pm; J. Williams-Killackey seconded. Motion carried.