

**Proposed Minutes of the Franklin Public Library Board of Trustees
Personnel Committee Meeting, January 15, 2014, Held in Large
Group Study Room A, Franklin Public Library, 9151 West Loomis
Road, Franklin, Wisconsin**

APPROVED MINUTES

- 1. The meeting was called to order at 6:05 PM by Committee Chairperson Donohoo.**
- 2. Members present were Trustees Donohoo and Schmidt. Trustee Karolewicz's presence was excused. Board of Trustees President McKnight and Library Director Muchin Young were also present.**
- 3. A motion to approve the draft minutes from the November 13, 2013 meeting of the Personnel Committee without any changes was approved by an ayes voice vote.**
- 4. The Library Programming and Outreach Coordinator position. A discussion was held concerning the creation of a Library Programming and Outreach Coordinator position pursuant to this matter being referred to the Committee by the Board of Trustees at its December 16, 2013 meeting. Prior to the meeting Library Director Muchin Young had distributed a draft of a Job Description for the position to the committee members. There was an extensive discussion (Donohoo, Schmidt, McKnight and Muchin Young) concerning numerous items including why is the position needed, the wording of the job description, are the proposed job duties of the new position being performed at the present time and if yes, by whom, and the fiscal impact on the library budget. Numerous changes were made to the proposed job description including one part of the minimum qualifications portion of the description. The following motion was made by Schmidt and seconded by Donohoo-
The personnel committee of the Franklin Public Library Board of Trustees recommends that the Board of Trustees approves the creation of the position of Library Programming and Outreach Coordinator as set forth in the proposed job description as changed by the committee. Motion approved by an ayes voice vote.**
- 5. Future meeting dates and agenda items. No future meeting dates were set. Future meeting date will be at the call of the chairperson. No future agenda items were discussed.**
- 6. Adjournment. Motion by Schmidt and seconded by Donohoo to adjourn the meeting at 6:55 PM. Motion approved by a voice vote- Ayes-All.**