


**THE BROADVIEW PUBLIC LIBRARY DISTRICT
PERSONNEL COMMITTEE MEETING MINUTES
TUESDAY, APRIL 12, 2016, 7:00 PM**


A Personnel Committee Meeting of The Broadview Public Library District was held on Tuesday, April 12, 2016. Vice President Robert Jones presided over the meeting, also present was Secretary Marquetta Smith, President Katrina Arnold, Secretary Marquetta Smith, Treasurer Eric Cummings and Executive Director Keisha Hester. A quorum was present, the meeting was called to order at 7:09 pm.

The Personnel Committee discussed the 30 day goals and composition of the 90 day performance review for the new Executive Director. The goals to be completed by the Director within her first 30 days included, plans for a small makeover of the library foyer and re-formatting of the employee job descriptions to include a customer service plan. President Arnold also requested that before the next Trustee Election that the Director schedule a Board/Director retreat.

The meeting was adjourned at 8:01 pm.



Vice-President Robert Jones, Personnel Committee Chair



Date



Approved Date