



BETHEL PUBLIC LIBRARY

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TOWN OF BETHEL
TOWN CLERK

MINUTES OF SPECIAL MEETING
Bethel Public Library Board of Directors
Personnel Committee
Monday, June 29, 2015
5:30 p.m.

Present: Gary Passineau, Chair, Mary O'Leary, Mary Spain, Tia Murphy, ex-officio and Lynn Rosato, Library Director.

Absent with Notice: None

Call to Order: The meeting was called to order at 5:31 by Gary Passineau.

Mary O'Leary moved to approve the minutes of the November 10, 2014 meeting as submitted, seconded by Mary Spain. Motion was passed unanimously.

The Committee reviewed drafts of job titles and description updates for the following positions:

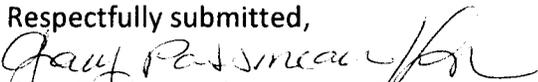
- Administrative Assistant
- Adult Services Librarian
- Teen Services Librarian
- Senior Library Assistant/Technical Services/Technology
- Children's Services Librarian/Assistant Director
- Circulation Services Manager
- Network Administrator

Thorough review and discussion of each document resulted in a number of updates to the job descriptions. Updates will be presented for approval by the Library Board of Directors at the next regularly scheduled meeting on July 27, 2015.

The Committee will meet again at a future date as necessary.

Mary O'Leary moved to adjourn the meeting, seconded by Mary Spain. The motion passed unanimously. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,


Gary Passineau, Committee Chair