

# BRIDGEPORT LIBRARY

925 Broad Street ❖ Bridgeport, CT 06604 ❖ (203) 576-7400

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## PERSONNEL COMMITTEE MEETING

WEDNESDAY, 13, 2022

6:00 P.M.

VIA ZOOM – SEE DETAILS BELOW

### AGENDA

- Update on the revised job description for the Library Assistant position aligned with job duties.
- Update on Staffing issues facing Newfield Library.
- Review submitted feedback received from Library Directors regarding Goals submitted by the City Librarian in the Template sent to Ms. Braithwaite on October 20, 2021.
- Process for an evaluation tool for the City Librarian.
  - Directors submit feedback on the City Librarian's Goals for the yearly evaluation by April.
  - Personnel Committee Chair meets with City Librarian the second week of May.
  - Directors discuss and review all submitted information to compose the yearly evaluation in May.
  - City Librarian receives the yearly evaluation in June.
- Human Resource Job Description

Topic: Personnel Committee Meeting

Time: Feb 9, 2022 06:00 PM Eastern Time (US and Canada)

Every month on the Second Wed, until Jul 13, 2022, 6 occurrence(s)

Feb 9, 2022 06:00 PM

Mar 9, 2022 06:00 PM

Apr 13, 2022 06:00 PM

May 11, 2022 06:00 PM

Jun 8, 2022 06:00 PM

Jul 13, 2022 06:00 PM

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