

**ROLLING MEADOWS LIBRARY BOARD  
PERSONNEL COMMITTEE MINUTES  
Thursday, March 10, 2016**

**I. Call To Order**

Ms. Semple called the meeting to order at 10:03 A.M.

Present were Chairperson Eunice Semple, Board Member Suzanne Horn, Director David Ruff, Technical Services Director Steve Rossi, Reference Services Director Jennifer Colette, Reader's Advisory Director Mary Constance Back and Assistant Director Lucia Khipple.

**II. Approval Of Minutes**

Mr. Ruff moved that the secretary's minutes dated May 14, 2015 be approved and submitted. Following the opportunity for discussion, the question was called and on a voice vote, the motion carried.

**III. Meeting Open to the Public for Twenty Minutes**

No one from the public chose to address the Committee.

**IV. Unfinished Business**

There was no unfinished business.

**V. New Business**

- A. The Committee discussed the methodology and classifications to include in this year's salary classification review. LACONI has changed their survey and it is now updated on a rolling basis which allows access to their database online.
- B. A schedule for review of the Personnel Manual was outlined. The Committee will review from the beginning through 305 (Sick Leave) at the next meeting.
- C. The meeting schedule for 2016 was set for the following dates:

April 14, 2016 at 10:00 A.M.

May 19, 2016 at 9:15 A.M.

June 23, 2016 at 9:15 A.M.

**VI. Adjournment**

Ms. Khipple motioned for adjournment of the meeting. The question was called and the motion carried. The meeting was adjourned at 10:26 A.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_