

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
Thursday, April 27, 2017**

I. Call To Order

Chairperson Eunice Semple called the meeting to order at 9:15 AM.

Present: Director David Ruff, Technical Services Director Steve Rossi, Readers Advisory Director Mary Constance Back, and Assistant Director Lucia Khipple.

Absent: Susan Horn and Jennifer Collette

II. Approval Of Minutes

Mr. Rossi moved that the secretary's minutes dated June 23, 2016 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 methodology and classifications to include in this year's salary classification review. Mr. Ruff reported on the delays in the reporting service and alternatives if the service does not meet time constraints.
- B. The Committee reviewed the Employee Handbook through number 301. The Committee will review numbers 302-515 at the next Committee meeting on May 15, 2017 at 10:15 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 10:15 A.M.

Approved _____ Date _____