

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
Thursday, June 15, 2017**

I. Call To Order

Chairperson Eunice Semple called the meeting to order at 10:22 A.M.

Present were Director David Ruff, Reference Director Jennifer Colette, Readers Services Director Mary Constance Back, Technical Services Director Steve Rossi, and Assistant Director Lucia Khipple.

Absent: Suzanne Horn

II. Approval of Minutes

Ms. Khipple moved that the secretary's minutes dated May 18, 2017 be approved and submitted. Following the opportunity for discussion, the question was called and on a voice vote, the motion carried.

Mr. Ruff moved that the secretary's minutes dated April 27, 2017 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. Methodology and Classifications to include in this year's salary classification review were discussed.
- B. The Committee continued the annual review of the Employee Handbook from Policy 302 to Policy 515. The Committee will continue the review of Policy 601 to the end of the Handbook at the next meeting, August 15, 2017 - 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 11:02 A.M.

Approved _____

Date _____