

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
Thursday, August 10, 2017**

I. Call To Order

Ms. Semple called the meeting to order at 10:24 A.M.

Present were Chair Person Eunice Semple, Director David Ruff, Technical Services Director Steve Rossi, Board Member Sylvia Vange, Human Resources Coordinator Kristen Troy, and Assistant Director Lucia Khipple.

Absent: Reference Director Jennifer Colette, Readers Advisory Director Mary Constance Back, and Board Member Suzanne Horn.

II. Approval of Minutes

Ms. Khipple moved that the secretary's minutes dated June 15, 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

Mr. Ruff moved that the Committee deviate from the agenda order to discuss New Business item A.; Discuss Methodology and Classifications to include in This Year's Salary Classification Review. Following the opportunity for discussion, the question was called and on a voice vote, the motion carried. The Committee will present to the Board at the September 5, 2017 Board meeting revised salary ranges for the positions Librarian and Library Associate.

V. New Business

The Committee continued annual review of the Employee Handbook from Policy 601 - Policy 607. The Committee will continue the review from Policy 608 to the end of the Handbook at the next meeting, scheduled for November 16, 2017 at 10:15 A.M.

VI. Adjournment

Ms. Troy motioned for adjournment of the meeting. The question was called and the motion carried. The meeting was adjourned at 11:05 A.M.

Approved _____ Date _____