

**ROLLING MEADOWS LIBRARY BOARD  
PERSONNEL COMMITTEE MINUTES  
Thursday, November 16, 2017**

**I. Call To Order**

Ms. Semple called the meeting to order at 10:20 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 Reference Director Jennifer Colette.

Absent: Assistant Director Lucia Khipple, Board Member Suzanne Horn, and Readers Advisory Director Mary Constance Back.

**II. Approval of Minutes**

Mr. Ruff moved that the secretary's minutes dated August 10, 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**

The Committee continued annual review of the Employee Handbook from Policy 608 - Policy 802. The Committee completed the annual review of the Employee Handbook. Dave, along with Kristin will compile the proposed changes and submit them to the Committee for a final review before presenting to the Board.

**VI. Adjournment**

Ms. Vange motioned for adjournment of the meeting. The question was called and the motion carried unanimously on a voice vote at 11:05 A.M.

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