

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
Thursday, March 29, 2018**

I. Call to Order

Ms. Semple called the meeting to order at 10:02 A.M.

Present were Chair Person Eunice Semple, Technical Services Director Steve Rossi, Board Member Sylvia Vange, Board Member Suzanne Horn, Readers Advisory Director Mary Constance Back, Human Resources Coordinator Kristin Troy, and Assistant Director Lucia Khipple.

Absent: Reference Director Jennifer Colette, and Director David Ruff.

II. Approval of Minutes

Ms. Horn moved that the secretary's minutes dated November 16, 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. The Committee discussed methodology and classification to include in this year's salary classification review. As the reviews are currently a little off track, we will review the following positions this year: Library Assistant Director, Department Director, Librarian, Custodian and Administrative Services Associate.

B. The Committee began the annual review of the Employee Handbook. The Committee reviewed through 305. The next meeting is to be determined.

VI. Adjournment

Ms. Horn motioned for adjournment of the meeting. The question was called and the motion carried. The meeting was adjourned at 10:36 A.M.

Approved _____ Date _____