

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
Thursday, June 28, 2018**

I. Call To Order

Ms. Semple called the meeting to order at 10:20 A.M.

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

II. Approval of Minutes

Ms. Vange moved that the corrected secretary's minutes dated May 17, 2018 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.** Policy 318 was updated to say City sponsored Annual Benefit fair and city sponsored IMRF benefit Presentation as compensable time.
- B.** The Committee began a review of Salary Ranges. The following ranges were reviewed: Department Directors, Librarian, Administrative Associates and custodians. Adjustments were recommended for Librarians and Administrative Associates. Reviews will be held at the following schedule: 2019: Library Assistant Director, Library Associate, and Library Assistant, 2020: Department Director, Librarian, Custodian, and Administrative Associates.

VI. Adjournment

Ms. Khipple motioned for adjournment of the meeting. The question was called and the motion carried. The meeting adjourned at 10:57 A.M.

Approved _____ Date _____