

**ROLLING MEADOWS LIBRARY BOARD  
PERSONNEL COMMITTEE MINUTES  
Thursday, May 16, 2019**

**I. Call To Order**

Ms. Semple called the meeting to order at 10:05 A.M.

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

**II. Approval of Minutes**

Mr. Ruff moved that the corrected secretary's minutes dated April 4, 2019 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 the Methodology and Classifications to include in this year's salary Classification. Due to likely changes in the minimum wage, it was determined that all classifications will be reviewed. Mr. Ruff is waiting to hear what the city will be doing in regard to the changes in the State Minimum Wage Law. This item will be moved to Unfinished Business for the next meeting agenda.
- B. The Committee will also put the impact in the State minimum Wage Law in Unfinished Business to await the city's action in this matter.
- C. The Committee began the annual Employee Handbook review. Minimal changes were made.
- D. The next meeting, the Committee will review policy 505 to the end and will be held June 20<sup>th</sup> at 10:00 A.M.

**VI. Adjournment**

Ms. Horn motioned for adjournment of the meeting. The question was called and The motion carried. The meeting adjourned at 10:41 A.M.

Approved \_\_\_\_\_

Date \_\_\_\_\_