

**ROLLING MEADOWS LIBRARY  
PERSONNEL COMMITTEE MINUTES  
10:00 A.M. – JANUARY 18, 2023  
LIBRARY BOARD ROOM  
(RESCHEDULED FROM DECEMBER 14, 2022)**

Committee Members Present: Eunice Semple, Chairperson; Phil Priest, Board Trustee; Sylvia Vange, Board Trustee; Mary Constance Back, Readers Services Director; Jennifer Collette, Reference Services Director (left at 11:10am); Lucia Khipple, Youth Services Director; Kevin Medows, Executive Director and Kristin Troy, Administrative Services Coordinator.

Absent: None

**I. Call to Order**

Eunice Semple called to order the Personnel Committee Meeting at 10:02 A.M. in the Library Board Room.

**II. Approval of Minutes**

Phil Priest moved that:

**THE SECRETARY’S OPEN MINUTES DATED 11/16/22 BE APPROVED.**

Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

**III. Meeting Open To The Public For Twenty Minutes**

The meeting was open to the public for a period not to exceed twenty minutes. No one from the public addressed the Library Board.

**IV. Unfinished Business**

The committee reviewed the amended policies based on revisions suggested at the last meeting.

**V. New Business:**

**Continue Employee Handbook Review**

The committee completed its review of the handbook. The recommended changes will be made and the handbook will be presented to the Board for approval at the February 7<sup>th</sup> meeting.

Eunice thanked the committee for their hard work and expressed gratitude for the opportunity to work with this committee and its members for so many years.

**VI. Adjournment**

Sylvia Vange made a motion to adjourn the meeting. Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote. The meeting was adjourned at 11:45am.

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