

**ROLLING MEADOWS LIBRARY  
PERSONNEL COMMITTEE MINUTES  
9:00 A.M. – THURSDAY, AUGUST 25, 2022  
LIBRARY BOARD ROOM**

Committee Members Present: Phil Priest, Board Trustee; Sylvia Vange, Board Trustee; Mary Constance Back, Readers Services Director; Jennifer Collette, Reference Services Director; Lucia Khipple, Youth Services Director; Kevin Medows, Executive Director; Steve Rossi, Technical Services Director; and Kristin Troy, Administrative Services Coordinator,

Absent: Eunice Semple, Board Trustee

Also present: Peg Webb, Board Trustee

**I. Call to Order**

Sylvia Vange called to order the Personnel Committee Meeting at 9:05 A.M. in the Library Board Room.

**II. Approval of Minutes**

Sylvia Vange moved that:

**THE SECRETARY’S OPEN MINUTES DATED 07/21/2021 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**

There is no unfinished business.

**V. New Business:**

**A. Discuss FY2023 Employee Compensation**

1) discussed parameters for creating a functional pay scale grid, 2) proposed the value of a formal project to benchmark salaries, and 3) suggested two implementation timelines for that benchmarking project. The committee will propose a recommended across-the-board 2023 pay increase rate to the entire board at the September board meeting.

**B. Set Schedule to Evaluate Employee Handbook Policies**

The Employee Handbook will be divided up, reviewed, and discussed over the next 3 meetings.

**C. Schedule Next Meeting**

The Committee is scheduled to meet;  
September 14, 2022 @ 10:00 am  
October 19, 2022 @ 10:00 am  
November 16, 2022 @ 10:00 am

**D. Adjournment**

Lucia Khipple 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 10:05 am

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