

**ROLLING MEADOWS LIBRARY
PERSONNEL COMMITTEE MINUTES
10:00 A.M. – WEDNESDAY SEPTEMBER 14, 2022
LIBRARY BOARD ROOM**

Committee Members Present: Eunice Semple, Chairperson; Phil Priest, Board Trustee; Sylvia Vange, Board Trustee; 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: Mary Constance Back, Readers Services Director

I. Call to Order

Eunice Semple called to order the Personnel Committee Meeting at 10:00 A.M. in the Library Board Room.

II. Approval of Minutes

Phil Priest moved that:

THE SECRETARY’S OPEN MINUTES DATED 08/25/2022 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 was no unfinished business.

V. New Business:

A. Annual Employee Handbook Review

The committee reviewed and discussed the RML Employee Handbook from the Title Page to Policy #306 Time Off to Vote. Suggested updates will be made available to the committee for review at the next meeting. The committee will continue its review beginning with Policy #307 Bereavement Leave at the next meeting.

B. Next Meeting

October 26, 2022 @ 10:00 am

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 11:46am.

Approved _____ Date _____