

**ROLLING MEADOWS LIBRARY
PERSONNEL COMMITTEE MINUTES
10:00 A.M. – WEDNESDAY, NOVEMBER 16, 2022
LIBRARY BOARD ROOM**

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; 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 10/26/22 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:

A. Annual Employee Handbook Review

The committee reviewed and discussed the RML Employee Handbook from Policy #506 Use of Equipment to #513 Sunday Pay. Suggested revisions will be made available to the committee for review at the next meeting. The committee will continue its review beginning with Policy #514 Reimbursement for Emergency Unscheduled work at the Library at the next meeting.

B. Next Meeting

December 14, 2022 @ 10:00 am

VI. Adjournment

Phil Priest 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 11:37am.

Approved _____ Date _____