

**ROLLING MEADOWS LIBRARY BOARD  
PERSONNEL COMMITTEE MINUTES  
July 21, 2011**

**I. Call To Order**

Ms. Semple called the meeting to order at 10:07 A.M.

Present were Eunice Semple, Marsha Kremer, Dave Ruff, Jennifer Colette, Pat Gottschlich, Joyce Schweda and Lucia Khipple.

**II. Approval Of Minutes**

Mr. Ruff moved that the secretary's minutes dated June 30, 2011 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**

A. There was no unfinished business.

**V. New Business**

- A. The Committee reviewed the Employee Handbook – Title Page – Section 401– 802. Completion and final review of the Employee Handbook will occur at the August 16, 2011 meeting, completing the review. The Committee will annually review the Employee Handbook and an on-line version will be available to all staff.
- B. The Committee reviewed Consumer Price Predictions for the Chicago-Gary-Kenosha Statistical Area.

**VI. Adjournment**

Ms. Semple motioned for adjournment of the meeting. The question was called and the motion carried. The meeting was adjourned at 11:38 A.M.

The next meeting will be held on August 16 at 9:00 A.M. Job descriptions will be reviewed.

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