

**ROLLING MEADOWS LIBRARY
PERSONNEL COMMITTEE MINUTES
WEDNESDAY, MAY 26, 2021**

I. Call To Order

Ms. Semple called the meeting to order at 10:00 am.

Present: Chair Person Eunice Semple, Board Member Sylvia Vange, Director Dave Ruff, Assistant Director Lucia Khipple, Technical Services Director Steve Rossi, Reference Director Jennifer Collette, Readers Advisory Director Mary Constance Back, and Administrative Services Coordinator Kristin Troy.

Absent: Board Member Suzanne Horn

*Due to the Governor's Corona Virus shelter-in-place proclamation, the meeting was conducted via Zoom tele/videoconference.

II. Approval Of Minutes From Last Personnel Committee Meeting

Ms. Vange moved that the secretary's minutes dated September 12, 2019, 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 was in attendance.

IV. Unfinished Business

There was no unfinished business to be discussed.

V. New Business:

A. The committee began the Annual Employee Handbook Review: Title Page - Policy 405 Pay Deductions. At the next meeting the committee will continue its' review to the end of the manual: Policy 501 Safety- 802 Bloodborne Pathogens. The committee will also discuss the budget and determine how salary ranges will be evaluated at the next meeting.

B. Next meeting is scheduled for Wednesday, June 23, 2021 at 10:00am.

VI. Adjournment

Ms. Khipple motioned for adjournment of the meeting. The question was called and on a voice vote, the motion carried. The meeting adjourned at 10.26am.

Eunice Semple, Chair

Date