

**ROLLING MEADOWS LIBRARY  
PERSONNEL COMMITTEE MINUTES  
10:00 A.M. – WEDNESDAY OCTOBER 26, 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: Steve Rossi, Technical Services Director

**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**

Sylvia Vange moved that:

**THE SECRETARY’S OPEN MINUTES DATED 09/14/22 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 #307 Bereavement Leave to #505 - Overtime. Suggested revisions will be made available to the committee for review at the next meeting. The committee will continue its review beginning with Policy #506 - Use of Equipment at the next meeting.

**B. Next Meeting**

November 16, 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 11:46am.

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