

**ROLLING MEADOWS LIBRARY
PERSONNEL COMMITTEE MINUTES
10:00 A.M. THURSDAY, MAY 28, 2024
LIBRARY BOARD ROOM**

I. Call to Order

Trustee Priest called to order the Personnel Committee Meeting at 10:01 A.M. in the Library Board Room.

Board Members Present: Trustees Phil Priest, Steve Rossi, Adrienne Rubinkowski, and Sylvia Vange

Also present: Jack Bower, Executive Director, Lucia Khipple, Youth Services Director and Kristin Troy, Administrative Services Coordinator

II. Approval of Minutes

Trustee Vange moved and Trustee Rossi seconded that:

THE SECRETARY'S OPEN MINUTES DATED 5/2/2024 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

1. Paid Parental Leave Policy – Reviewed, discussed and finalized the draft of the policy to submit to the Board for approval.

V. New Business:

1. Grievance Procedure Policy – Reviewed, discussed and finalized the draft of the policy to submit to the Board for approval
2. Other New Business – none
3. Schedule Next Meeting - No meeting scheduled.

VI. Trustee Rossi moved and Trustee Vange seconded that:

THE BOARD ENTER CLOSED SESSION UNDER 5 ILCS 120/2(C)(1) TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES.

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote. The Board entered into Closed Session at 10:42 A.M.

The Board returned to open session at 10:48 A.M.

VII. Trustee Vange moved and Trustee Rossi seconded that:

THE COMMITTEE SUBMIT TO THE BOARD, THE RECOMMENDATION TO WAIVE THE ELIGIBILITY REQUIREMENT OF WORKING CONSECUTIVELY AT THE LIBRARY FOR 12 MONTHS TO QUALIFY FOR PARENTAL LEAVE FOR THE LIBRARY DIRECTOR, JACK BOWER?

Following the opportunity for discussion, the question was called. The motion carried unanimously on a voice vote.

VIII. **Adjournment**

Trustee Vange moved to adjourn the meeting and Trustee Rossi seconded. Following the opportunity for discussion, the question was called. The motion was unanimously approved on a voice vote.

The meeting was adjourned at 10:50 A.M.

Approved _____ Date _____