



Illinois Heartland Library System

---

## PERSONNEL COMMITTEE MEETING MINUTES

Date: July 19, 2018

Time: 3:30 p.m.

### Call to Order

-at 3:33 p.m.

### Roll Call

*Members present:* Geoff Bant, Gary Denué, Gary Jones, Bob Paarlberg, Mary Smith, Sandy West

*Others present:* Dominique Granger, Leslie Bednar

### Approval of Minutes

-Motion to approve minutes as presented by Mary Smith, second by Gary Denué. Motion passes by voice vote.

### Public Comment

-None

### Unfinished Business

-None

### New Business

#### -Associate Director Job Description

Leslie Bednar reviewed the primary responsibilities for the associate director and discussed the intersection between that position and the executive director role in the organization.

#### -Membership Coordinator Job Description

Dominique Granger explained the membership coordinator will be responsible for some of the former membership director tasks and projects. Some of those have transferred to the associate director now that we have staff in both roles.

#### -Organizational Chart

Granger and Bednar introduced the FY2019 organizational chart and the delineation at the director level that denotes resource sharing focused departments reporting to associate director, with associate director and administrative departments reporting to executive director.

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

---

**Public Comment**

-None

**Announcements**

-None

**Adjournment**

-Motion to adjourn at 3:54 by Gary Jones, second by Bob Paarlberg. Motion passes by voice vote.