

PERSONNEL COMMITTEE MEETING MINUTES

Date: June 12, 2024

Time: 3:00 p.m.

Call to Order

Karen Bounds called the meeting to order at 3:05 p.m.

Roll Call

Committee Members present: Karen Bounds, Loretta Broomfield, Frank Buckingham

Committee absent: Kristi Walker

Other Attendees & Guests: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and a second were made to approve the Nov. 11, 2023, minutes ([Attachment 4.1](#)). Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Operations Job Descriptions

Six job descriptions ([Attachment 6.1](#)) were reviewed by the committee.

It was recommended that IHLS have an organizational chart with links to job descriptions. The Human Resources Director will investigate the possibility of creating such a document.

Driver Sorter Job Description

The HR director reviewed the Driver Sorter Job Description ([Attachment 6.1](#)) with committee members.

A motion and second were made to send the job description to the Board for approval. Motion carried unanimously by roll call vote.

2024 TopWorkplace Survey Results

The committee reviewed the graphic ([Attachment 6.3](#)) showing the Illinois Heartland Library System is a TopWorkplace Winner for 2024, for the third year in a row.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Public Comment

None

Announcements

Next month we the committee will reviewing the SHARE department job descriptions.

Adjournment

Adjourned at 3:23 p.m.