



Illinois Heartland Library System

PERSONNEL COMMITTEE MEETING MINUTES

Date: July 18, 2019

Time: 5:00 p.m.

Call to Order

-at 5:15 p.m.

Roll Call

Members present: Stacey Carter, Mary Smith, Susan Pennington

Others present: Julia Pernicka, Bill Wagner, Leslie Bednar (entered at 5:18 p.m.), Dominique Granger (entered at 5:22 p.m.)

Approval of Minutes

-Motion to approve minutes as presented by Susan Pennington, second by Mary Smith. Motion passed by voice vote.

Public Comment

-None

New Business

-Area Manager

Leslie Bednar stated the new position is designed to supervise our Carbondale and Edwardsville delivery operations and travels to both locations each week. We see this is as more of an established management position in the organization. Direct reports are two Delivery Coordinators.

-Delivery Coordinator

This new position is intended to be an entry-level supervisory role responsible for daily operations in our Carbondale or Edwardsville delivery hubs. Duties include supervision and training of sorting team, liaise between drivers and sorters and communicate daily with Area Manager. The committee recommended adding a requirement for a valid driver's license for the Delivery Coordinator position.

-ILDS Coordinator

This position is responsible for the smooth and very efficient operation of our evening exchange of delivery materials between IHLS and RAILS (Reaching Across Illinois Library System). The process is carefully timed and involves drivers from several different locations around the state.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

-Finance Director

Dominique Granger introduced the Finance Director position description as based on the previous Chief Fiscal Officer position. Duties are quite similar with direct reports changed to reflect current department staffing: Senior Accountant, Accounts Receivable Coordinator, Accounting Assistant. Additional changes include: removal of sole financial analysis responsibilities, this task will now be shared between the Senior Accountant and the Finance Director. The Director will also oversee the administration of the OCLC Billing Grant.

-Senior Accountant

This job description is a current one for IHLS. Changes were significant enough to bring to the Personnel Committee for review. Differences between previous and current position description includes: removal of direct reports for current position description, a more focused concentration on financial analytics, and the removal of some administrative duties within the department.

Public Comment

-None

Announcements

-None

Adjournment

-Motion to adjourn at 5:48 p.m. by Mary Smith, second by Susan Pennington. Motion passes by voice vote.