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## PERSONNEL COMMITTEE MEETING MINUTES

Date: January 11, 2022

Time: 4:00 p.m.

### Call to Order

Josh Short called the meeting to order at 4:00 p.m.

### Roll Call

Members present: Chastity Mays, Josh Short, Kris Lundquist

Members absent: Tiffany Droege

Others present: Jill Trevino

### Public Comment

None

### Approval of Minutes

Kris Lundquist motioned to approve the November 2, 2021, meeting minutes. Josh Short seconded. Motion carried.

### Unfinished Business

None

### New Business

#### Updates on COVID-19 and IHLS Staff

Jill Trevino shared a COVID-19 update. This update included:

- CDC guideline changes communication to employees
- bi-weekly testing update
- decision to work remotely for the month of January
- 100% vaccination rate for all new hires
- mask wearing continuation
- IHLS vaccination and booster clinics at all hub locations
- OSHA ETS standards news, and IHLS procedures updates to comply with Illinois and Federal changes

#### Update on status and plan for implementation of the Employee Handbook

Jill Trevino provided an Employee Handbook update. Following feedback from our leadership team, final changes have been incorporated into the document. Next steps include: review by legal counsel, internal proofing, and sharing the document with Personnel Committee for

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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review prior to the February board cycle. Final steps are: Board approval, Illinois State Library approval, and roll out to employees.

### **Human Resources Year in Review and Outlook for 2022**

Jill Trevino reviewed 2021 accomplishments and 2022 goals. Included were:

- HR Source benchmark project steps that lead to bringing employees to the minimal range of their salary grade for each position in 2021 (phase one)
- Placing all staff properly on the salary range scale in 2022 (phase two)
- Developing performance appraisal system for the organization with a focus on member library support (phase three)
- Reorganization of the company, ensuring each position contributes to member services and that essential functions of each job are current and accurate

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Chastity Mays motioned to adjourn. Kris Lundquist seconded. Meeting adjourned 4:27 p.m.