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## PERSONNEL COMMITTEE MEETING MINUTES

Date: February 8, 2022

Time: 5:00 p.m.

### Call to Order

Josh Short called the meeting to order at 5:01 p.m.

### Roll Call

Members present: Chastity Mays, Josh Short

Members absent: Tiffany Droege, Kris Lundquist

Others present: Leslie Bednar, Jill Trevino

### Public Comment

None

### Approval of Minutes

Chastity Mays motioned to approve the January 11, 2022, minutes. Josh Short seconded. Motion carried.

### Unfinished Business

#### COVID-19 Update

Jill Trevino announced that as of February 3, IHLS has moved to weekly testing for staff who are not vaccinated. Illinois State Library and Reaching Across Illinois Library System continue to follow testing/vaccine procedures.

### New Business

#### Personal Leave Policy Change Memo

Jill Trevino noted that during the full legal review of the 2022 Employee Handbook, our legal advisor noted that IHLS does have to pay out earned and unused personal leave upon employee termination.

Josh Short motioned to approve, Chastity Mays seconded. Motion carried.

#### Employee Handbook 2022 Review

Jill Trevino introduced the final version of the 2022 Employee Handbook. She thanked the committee for their commitment to the project over the last two years. The handbook was sent for full legal review prior to sharing with board members in hopes that will speed along the process of acceptance. Following board approval, Jill shared there will be several opportunities for reviewing with IHLS staff.

Chastity Mays motioned to approve handbook, seconded by Josh Short. Motion carries.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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**Public Comment**

None

**Announcements**

None

**Adjournment**

Josh Short motioned to adjourn. Chastity Mays seconded. Meeting adjourned at 5:10 p.m.