



## PERSONNEL COMMITTEE MEETING MINUTES

Date: November 13, 2018

Time: 5:00 p.m.

### Call to Order

-at 5:14 p.m.

### Roll Call

*Members present:* Stacey Carter, Gary Jones (entered at 5:19 p.m.), Mary Smith, Sharon Yearwood

*Members absent:* Susan Pennington

*Others present:* Dominique Granger, Leslie Bednar

### Approval of Minutes

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

### Public Comment

-None

### New Business

#### -Bibliographic Project Coordinator Position Description

Leslie Bednar reviewed the position description which was very recently modified. It now serves as a project manager and supervisor for the Cataloging Maintenance Center (CMC) grant and currently located in the Champaign office. The position also includes planning, preparing and presenting training on cataloging-related topics statewide. Ms. Bednar commented the change is very positive for our CMC staff in Champaign and falls in place with recent administrative changes related to SHARE staffing. Committee members inquired of any further changes to the position. Ms. Bednar replied salary classification may be adjusted once the position description is evaluated by director level staff due to the added supervisory responsibilities.

#### -Accounting Analyst Position Description

Dominique Granger explained the duties and responsibilities is a reflection of work currently handled by the position incumbent. IHL S administration has long wanted an individual to focus on financial analysis as a means of cost savings, projections, and investment monitoring. Other duties for this position include the full range of accounts payable responsibilities. Ms. Bednar commented this is the beginning of a new initiative for IHL S staff where they are empowered to

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work in areas of interest which also benefit the organization. The position currently does not have a salary classification. That will be added by director level staff after their next meeting.

**Public Comment**

-None

**Announcements**

-None

**Adjournment**

-Motion to adjourn at 5:39 p.m. by Gary Jones, second by Mary Smith. Motion passes by voice vote.