

ILLINOIS HEARTLAND LIBRARY SYSTEM

Personnel Committee Meeting Minutes

June 21, 2012

Present: Linda McDonnell
Joan Rhoades
Anthony Schuering
Susan Tulis
Juliette Douglas (staff support)

Absent: George Trammell

The meeting was called to order by Chairperson Linda McDonnell at 4:03 p.m. A roll call was taken.

A motion was made by Anthony Schuering and seconded by Linda McDonnell to approve the minutes of April 13, 2012. The motion carried.

Old Business

LLSAP job descriptions were reviewed. This included the positions of:

- SHARE Staff Services Manager
- SHARE Bibliographic Services Manager
- SHARE Administrative Services Manager
- SHARE Trainer
- Cataloging Supervisor
- Cataloger
- Cataloging Assistant I
- Cataloging Assistant II
- Computer Systems Coordinator

The next groups of job descriptions that were reviewed were for financial and the delivery/facilities operations. This included:

Financial

- Chief Fiscal Officer
- OCLC Billing/Accounts Payable Coordinator
- Accounting Specialist

Operations

- Operations Director
- Operations Manager
- Operations Assistant

Juliette shared with the Committee members that the section titled, "Standards of Performance" has been removed from the job descriptions and will be incorporated in the performance evaluation process. She also indicated that there is some general clean-up that will still need to be completed. For example, there is some standard language that will appear in the management job descriptions and some other general language that will be included in almost all of job descriptions. There may also be a few job descriptions that are missing. Once all descriptions are cleaned up, the entire set will be sent for final review. If there are questions or concerns by Committee members, another meeting will be convened.

Anthony Schuering made a motion to adjourn. It was seconded by Susan Tulis. The meeting adjourned at 5.20 p.m.