

ILLINOIS HEARTLAND LIBRARY SYSTEM

Personnel Committee Meeting Minutes

April 13, 2012 at 4:00 p.m.

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

Absent: Joan Rhoades
George Trammell

The meeting was called to order by Chairperson Linda McDonnell at 4:08 p.m. A roll call was taken.

Anthony Schuering noted that the minutes of March 30, 2012 needed to be amended to reflect the fact that all 4 Illinois Machine Sublending Agency positions had been reviewed. It was then moved by Anthony Schuering and seconded by Susan Tulis to approve the minutes of March 30, 2012 as amended. The motion carried.

Old Business

Descriptions for positions funded by the WebJunction Illinois grant were reviewed. This included the positions of WebJunction Illinois Coordinator, WebJunction Illinois Specialist, and WebJunction Illinois Assistant.

Descriptions for positions in IT were reviewed. This included the positions of Director, IT Specialist, Network Administrator, and IT Administrator.

Miscellaneous other positions were reviewed including the Human Resource Director, Membership Coordinator, Resource Sharing Specialist, Executive Assistant, and Administrative Assistant.

It was decided that the next Personnel Committee meeting would be decided via e-mail.

Susan Tulis made a motion to adjourn. It was seconded by Anthony Schuering. The meeting adjourned at 5.07 p.m.