



Illinois Heartland Library System

PERSONNEL COMMITTEE MEETING MINUTES

December 8, 2016

4:00 p.m.

Members:

Geoff Bant, Chair

Gary Denué

Clyde Hall

Gary Jones

John Phillips

Call to Order

--at 4:02 p.m.

Roll Call

Members present: Geoff Bant, Gary Denué, Clyde Hall, John Phillips

Members absent/excused: Gary Jones

Others present: Leslie Bednar, Rhonda Johnsee, Ellen Popit

Approval of Minutes

--Approval of Minutes from September 8, 2016 Meeting: Motion to approve by Gary Denué, second by Clyde Hall. Motion passed (3 yes, 1 abstention).

Public Comment

--None.

Unfinished Business

--None.

New Business

--Consideration of Adjustments to Personnel Policy

Section III. C. Over-time, Bonus-time, and Compensation

IHLS staff proposed language to track bonus-time for Exempt employees. Simplified tracking method suggested by auditors. Motion to accept by John Phillips, second by Gary Denué. Motion passed.

Section V. B. 1. d. Holidays

IHLS staff proposed language to compensate Non-exempt employees working on an IHLS holiday at time and a half. Motion to accept by John Phillips, second by Geoff Bant. Motion passed.

Section V. B. 2. a. Health Insurance

IHLS staff proposed language to bring IHLS Personnel Code in line with Affordable Care Act regarding provision of group health insurance. Group health insurance will be offered to employees who work 30-

39 hours per week at a prorated rate. Motion to accept by John Phillips, second by Gary Denué. Motion passed.

--Discussion of Fair Labor Standards Act (FLSA) Rule Change

IHLS staff and committee discussed current review of job descriptions regarding FLSA classification.

Public Comment

--None.

Announcements

--None.

Adjournment

--Motion to adjourn at 4:37 p.m. by Gary Denué, second by John Phillips. Motion passed.