



Illinois Heartland Library System

PERSONNEL COMMITTEE MEETING

January 12, 2022, 5:00 p.m.

Via Zoom - Join from PC, Mac, Linux, iOS or Android:

<https://illinoisheartland.zoom.us/j/809246456?pwd=Vm9MWVc5YVJKSzVXRHp4NktyVGpVdz09>

By Phone Only: (408) 638-0968 | Meeting ID: 809246456

IHLS Board of Trustees will accept public comments. Please submit comments and supporting documents to publiccomment@illinoisheartland.org or use the form found on the IHLS website at <https://illinoisheartland.org/content/board-meeting-public-comment-form>.

Members:

Josh Short, Chair
Tiffany Droege
Chastity Mays
Linda McDonnell

Kelley Sullivan
Jill Trevino, Staff

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes from October 4, 2022, Meeting (**Attachment 4.1**)
5. Approval of Minutes from October 24, 2022, Meeting (**Attachment 5.1**)
6. Unfinished Business
7. New Business
 - a. Review of new job description – operations coordinator (**Attachment 7.1**)
 - b. Review of proposed Employee Handbook Changes for January 2023 (**Attachment 7.2**)
8. Public Comment
9. Announcements
10. Adjournment

The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system

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office at least 48 hours prior to the start of the meeting with your specific request.