

PERSONNEL COMMITTEE MEETING

August 13, 2025 – 3:00 p.m.

(Via Zoom or the office below)

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

Office Location: 6725 Goshen Road, Edwardsville, IL 62025 - 618-656-3216

The 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:

Mark Decker

Kristy Walker, Chair

Kim Dykstra

Matt Greider

Leslie Bednar, Staff

1. Call to Order

2. Roll Call

3. Public Comment

4. Approval of Minutes from November 14, 2024 Meeting (**Attachment 4.1**)

5. Unfinished Business

6. New Business

a. New or Updated Position Descriptions

- Communications and Advocacy Administrator (**Attachment 6.1**)
- Digital Marketing Specialist (**Attachment 6.2**)
- Lead Sorter (**Attachment 6.3**)
- Operations Manager (**Attachment 6.4**)
- Continuing Education Coordinator (**Attachment 6.5**)
- Membership Director (**Attachment 6.6**)
- Membership Services Coordinator (**Attachment 6.7**)
- Public Library Liaison (**Attachment 6.8**)

7. Public Comment

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

8. Announcements

- a. Next Meeting September 10, 2025

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