

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: August 2, 2022

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Members present: Chastity Mays, Josh Short, Kelley Sullivan

Members absent: Tiffany Droege

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

Chastity Mays motioned to approve the June 6, 2022, meeting minutes. Kelley Sullivan seconded. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Informational Update on Performance Appraisal Process/Introduction to TeamFlect

The HR Director conducted a demonstration of TeamFlect with the committee. Discussed how the new Performance Appraisal process will be aligned with IHLS values, performance will be evaluated quarterly, feedback given in real time, and this process will be essential in achieving operational goals.

Discuss member library educational opportunities planned in the near future

The HR Director discussed that since we have Employee Assistance Programs that came free with our 2022 benefits package, we were able to take those savings and allocated funds towards webinars for our member libraries. She worked in partnership with Ellen Popit to set up these courses. Webinars scheduled through the remainder of the year include:

1. August 8 (Resilience in Times of Change)
2. September 12 (Digital Distraction: Use Technology, Don't Let it Use You)
3. October 10 (Getting Fit at the Office)
4. November 14 (Getting Back on Track: Turning a Professional Mishap into Growth)

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Continued: Discuss member library educational opportunities planned in the near future

The HR Director explained the Sexual Harassment Prevention training that will be offered to our member libraries at no cost as we will use Gallagher Step trainings for both member libraries and our staff to meet the Illinois required training. This module is offered to us at no cost as we currently have Gallagher as our carrier for Workers Compensation, Auto Insurance, and Property & Casualty.

Human Resources Director Role Within the Company

The HR Director reviewed with the committee her unique role within the company serving as both the employer and employee advocate. We discussed areas of responsibility to include aligning business objectives with overall operations, recruiting, compensation analysis, retaining top talent, benefits administration and bidding, continuing education for staff, assisting membership in member library education on Human Resources topics, performance appraisals, employment legal matters (terminations, employee relations, employee handbook, and state and federal law compliance), and being a member of the Leadership Team.

Public Comment

None

Announcements

None

Adjournment

Kelley Sullivan motioned to adjourn. Chastity Mays seconded. Meeting adjourned 5:30 p.m.