



PERSONNEL COMMITTEE MEETING MINUTES

Date: October 4, 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: Tiffany Droege, Linda McDonnell, Josh Short, Kelley Sullivan

Absent: Chastity Mays

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and second were made to approve the September 13, 2022, meeting minutes. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Presentation on Top Workplaces Survey Recommendations Implemented

The HR Director presented a PowerPoint presentation discussing improvements that were made within the system to address employee data gathered from the Top Workplaces Survey. A redesign and Teamflect application for our Performance Appraisal System, meeting updates, and employee engagement initiatives were implemented.

Sexual Harassment Prevention Training Rollout to Member Libraries and IHLS Staff

As of October 3, 2022, this training is available for sign up on L2 for library members to meet the annual Illinois training requirement. Illinois Heartland Library System is using Gallagher Step to facilitate this training for member libraries and IHLS staff. Official rollout for IHLS staff will begin November 1, 2022, and all staff communication will be sent by the Human Resources Department.

IHLS Benefits Package for Calendar Year 2023 update

IHLS expects to have benefit proposal quotes from our broker by the end of next week. As soon as all data is received, the Personnel Committee will meet via a special meeting to review

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benefit proposal options and make recommendations for calendar year 2023. The Personnel Committee will then forward benefit proposal recommendations to the Finance Committee for financial approval before moving recommendations to the Board for final approval.

Public Comment

None

Announcements

None

Adjournment

Josh Short asked for a roll call. A motion and second were made to adjourn. Meeting adjourned 5:20 p.m.