



## Illinois Heartland Library System

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### PERSONNEL COMMITTEE MEETING MINUTES

Date: August 19, 2019

Time: 5:00 p.m.

#### Call to Order

5:01 p.m.

#### Roll Call

*Members present:* Stacey Carter, Susan Pennington, Mary Smith

*Others present:* Bill Wagner (entered at 5:08 p.m.), Dominique Granger, Leslie Bednar (entered at 5:03 p.m.)

#### Approval of Minutes from July 18, 2019 Meeting

Motion to approve minutes as presented by Mary Smith, second by Susan Pennington. Motion passed by voice vote.

#### Public Comment

None

#### New Business

##### Human Resources Coordinator Position Description

Dominique Granger described the updated position description as one that will be responsible for the administrative functions of the human resources department. The position may be roughly equivalent to accounting assistant, delivery coordinator positions. This is a part-time position that will work approximately 18-hours/week.

##### Human Resources Business Partner Position Description

This new position description is a rewrite of the Human Resources Generalist description. The current incumbent will change position titles. Primary responsibilities of the business partner include ensuring policies and procedures are in place, as well as development and review of concentrated processes for the organization. This position reports to the executive director.

concentration on financial analytics, and the removal of some administrative duties within the department.

#### Public Comment

None

#### Announcements

None

#### Adjournment

Motion to adjourn at 5:16 p.m. by Susan Pennington, second by Mary Smith. Motion passes by voice vote.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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