



## **PERSONNEL COMMITTEE MINUTES**

October 16, 2013 7:00 P.M.

The meeting was called to order at 7:04 p.m. by Chairperson Karen Bounds.

Committee members present at the meeting included Karen Bounds, Jacob Roskovensky, James Fenton, and Linda McDonnell. Also present was Juliette Douglas, IHLS Staff.

Valerie Green, and Erin Steinsultz were absent.

The May 24, 2013 minutes presented from the previous Personnel Committee stand as approved.

James Fenton moved and Jacob Roskovensky seconded the motion to approve the minutes from September 19, 2013 with one correction – Erin Steinsultz made the motion to adjourn the meeting. The motion carried.

Because of time and no recommended changes, the minutes from October 10, 2013 was approved as presented.

Various samples of job descriptions for library and system directors were presented by Karen Bounds. After discussion, it was agreed to merge some of the language from two of the samples. Karen agreed to present an enhanced draft at the next committee meeting.

The Chair person asked each committee member to read this year's evaluation of the Executive Director before the next Board meeting since it will be discussed. Three employment contracts/agreements were also presented and discussed. It was agreed to have the benefits the same as is outlined in the Employee Code. There was also discussion on the early termination language and it was agreed to use mediation instead of binding arbitration. It was decided that salary increases, contract dates, and other issues would be discussed at a later date.

The timing of the director's evaluation was also discussed. One option included having the evaluation in March, completed by the Board in April, receiving the director's response in May, with full implementation by June. It was also mentioned that the director has not received a raise in two years and whether any salary increase would be retroactive. Because a retroactive salary increase pertains to money; a roll call vote was taken. Karen Bounds, James Fenton, and Linda McDonnell voted yes. There was one dissenting vote which was Jacob Roskovensky. The action passed.

There were no public comments or announcements.

Jacob Roskovensky moved, and James Fenton seconded the motion to adjourn. The meeting adjourned at 8:37 p.m.