

ILLINOIS HEARTLAND LIBRARY SYSTEM
Personnel Committee Meeting Minutes

March 30, 2012

Present: Linda McDonnell
Anthony Schuering
George Trammell
Susan Tulis
Juliette Douglas (staff support)

Absent: Joan Rhoades

Because of technical difficulties, the meeting was called to order by Chairperson Linda McDonnell at 4:30 p.m. A roll call was taken.

It was moved by Anthony Schuering and seconded by Susan Tulis to approve the minutes of February 24, 2012. The motion carried.

New Business

The process for updating job descriptions was reviewed. The incumbents of each position reviewed their job descriptions and made recommended changes. They also completed a questionnaire. The job description, with recommended changes, was then sent to each employee's supervisor. The supervisor had an opportunity to make additional changes (using a different color font), review the changes with the incumbent, and then forward the job description to Human Resources. The Administrative Team (Leslie Bednar, Troy Brown, Juliette Douglas, and Mike Szymkowski) reviewed each job description and made additional changes, as necessary. The Administrative Team also created more consistent titles and common language for positions at various managerial levels throughout IHLS. All changes made at each level of review were maintained throughout the process.

After the review by the Personnel Committee, each job description will be reviewed for syntax, grammar, punctuation, etc. Final job descriptions will be sent to the Personnel Committee. The job descriptions will be sent to the Board as an information item.

The positions of Director, Illinois Machine Sub-lending Agency, Machine Advisor II, Machine Advisor I, and Machine Clerk were reviewed.

The next Personnel Committee meeting was scheduled for April 13, 2012 at 4:00 pm

Susan Tulis made a motion to adjourn. It was seconded by George Trammell. The meeting adjourned at 5.15 p.m.