FAIRVIEW HEIGHTS PUBLIC LIBRARY
Personnel Committee Meeting
July 15, 2022
10:30 a.m.

I. Meeting Called to Order by Carolyn Clark, Personnel Chair at 10:30 a.m.
   Attendees: Carolyn Clark, Linda Spencer, Rochelle Hobson.
   Also in attendance: Bill Polett, Pat Baeske.

II. Additions to Agenda  NONE

III. Communication from the public  NONE

IV. Approval of the July 1, 2022 Committee Meeting Minutes.
    Motion made by Rochelle, 2nd by Carolyn
    Votes: Rochelle Hobson yes, Linda Spencer yes, Carolyn Clark yes.

IV. Review and discuss Head of Circulation job description
    The committee reviewed the edits from the previous meeting to the Head
    of Circulation job description that was presented by the Library Director,
    Jill Pifer. Further changes were made to the job details as well as further
    language edits to the wording of the overall job description.

    Motion made to accept changes to Head of Circulation job description.
    Motion made by Linda, 2nd by Rochelle
    Votes: Rochelle Hobson yes, Linda Spencer yes, Carolyn Clark yes.

    Motion made to send updated Head of Circulation job description to full
    Library Board and forward to Fairview Heights Human Resources.
    Motion made by Rochelle, 2nd by Linda
    Votes: Rochelle Hobson yes, Linda Spencer yes, Carolyn Clark yes.

ADJOURNMENT 11:16 a.m. CONSENSUS

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Carolyn Clark, Chair, Personnel Committee