

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 Poletti, 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

Carolyn Clark, Chair, Personnel Committee