

Minutes  
Personnel Committee  
Meeting of the Sandwich Public Library District  
Tuesday, May 18, 2017  
5:15 PM

I. Call To Order / Roll Call

Trustees: Jennifer Boring, Becky Clemons, Denise li, and Jane Wolf were present. Director Amanda Bennett was present.

II. Additions / Deletions / Changes to Agenda

III. Unfinished Business

1. Personnel Policy Handbook- Amanda and Jane passed out some revisions that they had made to the current personnel policy. Discussion followed and the consensus of the trustees present was that Amanda should continue to revise the policy and present a policy to the Board at the June meeting for discussion and first reading. The committee asked Amanda to present the current policy to Annette, our newest hire, and have her sign it because she is currently working and has not yet received the policy. Personnel Policy Review will be placed on the June Agenda.

IV. New Business-None

Becky moved and Jennifer seconded the motion to move into Executive Session at 6:03 PM to discuss matters of Personnel. Motion carried.

V. Executive Session

**5ILCS 120/2(c)1-Personnel Issues**

At 6:15, Denise moved and Jennifer seconded the motion to move back into open session.

VI. Adjournment

Denise moved and Jane seconded the motion to adjourn the meeting at 6:20 PM. Motion carried.