

**ROLLING MEADOWS LIBRARY BOARD
PERSONNEL COMMITTEE MINUTES
10:00 A.M. – MONDAY, DECEMBER 8, 2025
LIBRARY BOARD ROOM**

I. Call to Order

Chairperson Vice President Priest called to order the Personnel Committee Meeting at 10:03 A.M. in the Library Board Room.

Board Members Present: Vice President Phil Priest, Treasurer Steve Rossi, and Trustee Sylvia Vange

Also present: Executive Director Jack Bower, and Administrative Services Coordinator Kristin Troy

II. Approval of Minutes

Trustee Vange moved and Treasurer Rossi seconded that the minutes from the 11/03/2025 meeting be approved. The motion was unanimously approved on a voice vote.

III. Meeting Open To The Public For Twenty Minutes

The meeting was open to the public for a period not to exceed twenty minutes. No one from the public was in attendance.

IV. Unfinished Business

- A. The committee reviewed the revised drafts of policies #701 - #803 based on the discussions from the previous meeting.

V. New Business

- A. The committee reviewed and discussed the additions to the Health Insurance Policy.
- B. The committee reviewed and discussed the new Flexible Spending Accounts Policy.
- C. The committee reviewed and discussed the New Workplace Relationships Policy.
- D. The committee reviewed and discussed the Personal/Floating Holiday Allocation for New Hires.
- E. The committee reviewed and discussed the proposed Employee Handbook Table of Contents Reorganization.
- F. Other New Business - Treasurer Rossi moved and Trustee Vange seconded, to present the revised Employee Handbook to the Board for approval
- G. Schedule Next Meeting: No meeting scheduled at this time

VI. Adjournment

Vice President Priest declared the meeting adjourned at 10:45 A.M.

Approved _____ Date _____