

**Matteson Area Public Library District**  
**Board of Trustees**  
**Minutes**  
**Personnel & Policy and**  
**Finance Committee Agenda**  
**August 4, 2021**  
**5:30 pm**

I. Call to Order

**Our Mission:** The library **enables** discovery, **engages** imagination, **inspires** innovation, and **connects** with our community.

The meeting of the combined Personnel & Finance Committee was called to order at 5:33 pm.

II. Roll Call

Donna Brumfield: Present

Beverly Coleman: Present

Harold Gillis: Present

Andrea Williams: Present

John Currin: 5:45 pm

Interim Director, Lisa Korajczyk, was also present.

III. Opportunity for Public Comment

No public comment

IV. Motion to Approve the Agenda

Trustee Williams made the motion and Trustee Coleman seconded that the agenda for the meeting be approved. The motion passed with a voice vote.

1. Salary Survey

Trustee Coleman discussed the Market Benching & Compensation Structure Development study created by HR Source. She explained how they came to their conclusions and how they created the different pay grades and scales. The study did point out one employee that was significantly under paid. The study also gave three different options to help the library through the process. The committee will recommend to the full board that the Digital Services Librarian position salary scale be adjusted according to the recommendation of the report.

2. Job Description Validation  
Trustee Williams would like to make adjustments to the Library Director's job description to reflect the additional tasks, skill set, and philosophies that the board would like to see in the new director. The other trustees and the Interim Director agreed to look at the document, and make suggested changes to the job description.
  3. Review of 2020 Board Retreat topics  
The committee discussed a variety of topics they would like to explore at the next board retreat which could include: continuing education opportunities; exploring trends and topics in the library sphere, and the creation of a Friends organization for the library. The next retreat could be held at the end of February 2022.
  4. Other
- V. Motion to Adjourn  
Trustee Coleman made the motion and Trustee Currin seconded that the meeting be adjourned. The motion passed with a voice vote.
- VI. Adjournment  
The motion was adjourned at 7:21 pm

**Note: Individuals wishing to access Board meetings are requested to contact the Library Administration 36 hours in advance in order to receive an invite to Zoom access, if applicable**