

Carbondale Public Library Board of Trustees Personnel Committee Meeting

Saturday, April 22, 2023
10:00 a.m.

Carbondale Public Library
405 West Main St.
Carbondale, IL 62901

AGENDA

Call to order.

Roll call.

Introductions and audience to visitors.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the Committee Chair, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

Discuss Hiring Process.

1. Review and approve Library Director's job description.
2. Discuss & determine starting salary range to post.
3. Determine hiring process: internal &/or external search; where to post open position; application deadline; application documents to request; schedule of full board meetings for determining applicants to interview and to conduct interviews; interview format and logistics.

Possible Closed Session Discussion.

The Committee reserves the right to pass a motion to hold a closed meeting to discuss performance of specific employees (5 ILCS 120/2(c)(1)). At the conclusion of the closed meeting, the Board is requested to pass a motion to return to open session. In the event that any other action is to be taken as a result of the discussions held in the closed meeting, final action will be taken only in open session and will be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

1. Summary discussion and action following any closed session discussion.

Adjournment.