

**LAKELAND LIBRARY COOPERATIVE
PERSONNEL COMMITTEE MINUTES – Official
Thursday, May 9, 2019 at 10:00 a.m.
Kent District Library, Comstock Park, MI**

Present: Diane Kooiker (Chair), Mattie Cook (Flat River), John Martin (Loutit) and John McNaughton (Grand Rapids)

Carol Dawe (Lakeland)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:11a.m. by Diane Kooiker.
- 2) **APPROVAL OF AGENDA:** John Martin moved, supported by Mattie Cook, to approve the agenda as presented - *motion carried.*
- 3) **APPROVAL OF MINUTES:** Mattie Cook moved, supported by John McNaughton to approve the Finance Committee minutes from August 23rd, 2018 as presented – *motion carried.*
- 4) **NEW BUSINESS:**
 - a) *Staffing Changes were reviewed by the committee and changes were accepted.*
 - b) *The revised staff organization chart was reviewed by the committee and accepted.*
 - c) *Job Descriptions were reviewed by the committee and accepted.*
 - d) *Salary Details were reviewed by the committee. The committee charged Dawe with the task of providing a complete overview of the employee benefits package that LLC offers all employees. The committee will meet again in July to discuss the benefits packet and recommend changes.*
 - e) *John McNaughton moved, supported by Mattie Cook to forward the salary information discussed from the meeting packet to the finance committee for further review—motion carried.*
- 5) **NEXT MEETING:** Will be held in July, 2019. A Doodle Poll will be forthcoming.
- 6) **ADJOURNMENT:** John Martin moved, supported by Mattie Cooke to adjourn at 10:29 a.m. - *motion carried.*