

**SMITHTON PUBLIC LIBRARY DISTRICT**  
**Personnel Committee Meeting**  
**Thursday, April 20, 2023, 6:30 PM**  
**(held in-person, 109 S Main St, Smithton IL 62285)**

1. Call to Order

The meeting was called to order by President, Brett Clasquin, at 6:40 p.m. with the following Personnel Committee members present: Brett Clasquin, and Liz Harris. Director Jenna Dauer was also present. Ann Hart was absent.

2.1 Personnel Pay for FY2024 Budget (July 1, 2023 to June 30, 2024) / DISCUSSION & APPROVAL

Brett Clasquin made a motion to increase hourly wages for all hourly employees, effective July 1, 2023, the start of FY2024. Liz Harris seconded the motion.

A roll call vote was taken on Item 2.1.

Brett Clasquin:       yes  
Liz Harris:            yes  
Ann Hart:             absent

2.2 Director's Salary / DISCUSSION & APPROVAL

Liz Harris made a motion to increase the Director's salary for FY2024 by 5%, effective July 1, 2023. Brett Clasquin seconded the motion.

A roll call vote was taken on Item 2.2.

Brett Clasquin:       yes  
Liz Harris:            yes  
Ann Hart:             absent

2.3 Employee Handbook Review: Personnel Job Descriptions & Pay Scale / DISCUSSION & APPROVAL

The Personnel Job Descriptions and Pay Scale were reviewed. Suggestions were made to improve the document. Brett Clasquin made the motion to edit the Personnel Job Descriptions & Pay Scale in the Employee Handbook. Liz Harris seconded the motion.

A roll call vote was taken on Item 2.3.

Brett Clasquin:       yes  
Liz Harris:            yes  
Ann Hart:             absent

2.4 Library Director Request for Library Director Evaluation from Smithton PLD Board of Trustees / DISCUSSION & APPROVAL

The Committee and Director Jenna Dauer discussed the need for a Liz Harris and Brett Clasquin

3. Adjournment

Motion to adjourn was made by Brett Clasquin and seconded by Liz Harris.  
All were in favor and the meeting was adjourned at 7:03 pm.

Respectfully submitted,  
Jenna Dauer, Recording Secretary and Director, Smithton Public Library District