

**Smithton Public Library District
Draft Personnel Committee Meeting Agenda
Thursday, May 15, 2025, 6:00 pm
109 S Main St
Smithton, IL 62285**

1. Call to order / Roll call

2. New Business

2.1 Personnel Pay for FY2026 Budget (July 1, 2025 to June 30, 2026) for Hourly Employees / DISCUSSION & APPROVAL

Consider a recess to hold a closed session to discuss matters pertaining to individual personnel (5 ILCS 120/2 (C)(1)), if needed.

2.2 Director's Salary / DISCUSSION & APPROVAL

Consider a recess to hold a closed session to discuss matters pertaining to individual personnel (5 ILCS 120/2 (C)(1)), if needed.

2.3 Part-time TEMPORARY job position description? (possible edit to the employee handbook) / DISCUSSION & APPROVAL

2.4 Edit to Personnel PROCEDURE to request part-time employees arrange leave themselves if unpaid leave is requested, effective July 1, 2025 / DISCUSSION & APPROVAL

2.5 Need to alter Paid Leave policy or add a vacation policy for Full-time staff? / DISCUSSION

3. Adjournment