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**CALL TO ORDER/ROLL CALL**

**WORK SESSION TOPIC**

***Presentation by HR ANSWERS***

1. **Job descriptions format (sample)**
2. **Total Compensation (salary, benefits, retirement)**
  - a. Salary
    - i. Salary Survey
    - ii. Salary Schedule
  - b. Benefits
    - i. Insurances (premium split)
    - ii. Time off with Pay
    - iii. Other
  - c. Retirement
3. **Employee Recruitment**
  - a. Initial Transition
  - b. HR Generalist

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

JCLD Regular Board Meeting – November 21, 2019

PLA Conference (Nashville, TN) - February 25-29, 2020

*The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at [www.jacksoncountylibrarydistrict.org](http://www.jacksoncountylibrarydistrict.org). If you have further questions or would like to be added to the email notification list, please contact Administrative Assistant, Donovan Edwards at 541-423-1333 or [dedwards@rvcoq.org](mailto:dedwards@rvcoq.org)*

*If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Donovan Edwards at 541-423-1333. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.*