



BOARD OF TRUSTEES  
Minutes of the Executive Session  
June 15, 2010

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 15, 2010. President Noreen Lake called the meeting to order at 9:32 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Elaine Tejcek, Jennifer Tsalapatanis.

Absent: Jeffery Rozovics.

Also present: Sandra Norlin, Carol Kidd.

The Board discussed the succession plan and decision by Library Director Sandra Norlin and the Board of Trustees to promote Assistant Director Holly Richards Sorensen to the position of Library Director when Sandra Norlin retires. Board members Susan Moylan Krey and Jennifer Tsalapatanis stated that they were in favor of recruiting a new director. The Board discussed the costs for a search for a new director. Carol Kidd was asked to read the Executive Session minutes from November 18, 2008 and December 23, 2008.

The minutes from the November 18 Executive Session meeting are as follows:

*Sandra Norlin stated that she attended a Seminar on Succession Planning at the Donors Forum of Chicago on November 4, 2008. Sandra explained that succession planning would ready the library for leadership transitions, planned or unplanned. Sandra asked the board if they would consider an internal candidate for the Library Director position or if they would open the position to other librarians. The consensus was that with Sandra's recommendation, the board would not look outside the library to fill the director position. The Board asked that this discussion be continued at the December meeting.*

The minutes from the December 23, 2008 Executive Session meeting are as follows:

*At the November 18, 2008 Board of Trustees meeting, Sandra Norlin gave the Board information on Succession Planning and how she would ready the library for leadership transitions, planned or unplanned. Two board members were absent for the November Board meeting and the consensus was to ask Sandra to talk about Succession Planning and an internal candidate for the Library Director position at the December meeting.*

*Sandra will prepare documents for planned and unplanned leadership transitions.*

*Also at the November 18, 2008 Board of Trustees meeting Sandra Norlin asked the Board if they would consider an internal candidate for the Library Director position or if they would open the position to other librarians.*

*The consensus was that with Sandra's recommendation, the board would not look outside the library to fill the director's position.*

Jennifer Tsalapatani asked if Holly Sorensen could be invited into the meeting to answer questions from the board. The Board discussed this request at length.

MOTION by Jennifer Tsalapatani, seconded by Susan Moylan Krey, to ask Assistant Director Holly Sorensen to enter the meeting for the purpose of answering questions about the Library Director position. ROLL CALL VOTE: AYES: Moylan Krey, Tsalapatani. NAYS: Burk, D'Souza, Magerl, Tejcek, Lake. MOTION FAILED.

The Board continued the discussion about whether to invite Holly Sorensen to the meeting for the purpose of answering board questions and the final consensus was to invite Holly to enter the meeting.

President Lake asked Holly Sorensen to enter the meeting at 10:07 p.m.

The Board asked Holly what year she was promoted to Assistant Director, how long she worked at the library, whether Sandra Norlin had spoken to her about being promoted to Library Director when she retired and whether she had begun to prepare for taking on the Director position. Holly answered that she was promoted to the Coordinator of Public Services in September, 2007, and in 2008 the job title changed to Assistant Director. Holly stated that she began working at the library in 1999 and that Sandra had talked to her about the succession plan and offered her the position of Library Director when she retired and that Holly had accepted the offer and had been preparing for the position by assuming added responsibilities and learning the work of the Director.

Jennifer Tsalapatani asked Holly Sorensen if based on her conversation with Sandra Norlin about succeeding her as the library director had she discontinued her pursuit of other library director positions and Holly responded that she committed to the

offer, gave her word, and no longer pursued other opportunities to accept a director position at another library.

Holly left the meeting at 10:19 p.m.

The board continued their discussion about offering the Library Director position to Holly Sorensen, as per the succession plan.

MOTION by Eldon Burk, seconded by George Magerl, to call for the question.  
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Eldon Burk, seconded by Elaine Tejcek, to offer the position of Library Director to Holly Sorensen. ROLL CALL VOTE: AYES: Burk, D'Souza, Klebe, Magerl, Tejcek, Lake. NAYS: Moylan Krey, Tsalapatani. MOTION CARRIED.

MOTION by Eldon Burk, seconded by George Magerl, to adjourn the Executive Session meeting at 10:36 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 10:36 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Executive Session  
June 29, 2010

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, June 29, 2010. President Noreen Lake called the meeting to order at 5:10 p.m.

Roll call indicated the following board members were present: Eldon Burk, Selma D'Souza, Myrtle Klebe, Susan Moylan Krey, Noreen Lake, George Magerl, Jennifer Tsalapatanis.

Absent: Jeffery Rozovics, Elaine Tejcek.

Also present: Sandra Norlin, Carol Kidd.

The board reviewed Executive Session Minutes and will release the minutes from November 18, 2008 and December 23, 2008 meetings.

Elaine Tejcek entered the meeting at 5:22 p.m.

Noreen Lake reported that Holly Sorensen will accept the position of Library Director. A comparison sheet was distributed to board members with information on salaries for library directors in the area for the year 2009.

Jennifer Tsalapatanis asked to see Sandra Norlin's employment contract and Sandra responded that she is an at will employee without a contract. Jennifer asked how many weeks vacation the library director received and Sandra Norlin responded that she receives four weeks vacation, which is covered under the library's personnel policy. The Board discussed salary ranges for the position and the consensus was to offer Holly Sorensen a salary of \$108,549. Susan and George recommended that Noreen negotiate with Holly Sorensen.

MOTION by Jennifer Tsalapatanis, seconded by George Magerl, to call for the question. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

MOTION by Jennifer Tsalapatanis, seconded by Myrtle Klebe, to recommend Holly Sorensen for the Library Director with a salary of \$108,549. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Holly Sorensen will be asked to set goals for the library and present that information to the Board at another meeting.

MOTION by Susan Moylan Krey, seconded by Eldon Burk, to adjourn the Executive Session meeting at 6:05 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 6:05 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Executive Session  
November 2, 2011

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the first floor Meeting Room on Wednesday, November 2, 2011. President George Magerl called the meeting to order at 2:04 p.m.

ROLL CALL.

Roll call indicated the following board members were present: George Magerl, Susan Moylan Krey, Dion Kendrick.

Also present: Carol Kidd.

The Committee discussed the procedure they would follow to evaluate the Library Director and agreed that the Performance Evaluation used for library staff was not appropriate for the Library Director position.

Trustee Kendrick presented to the committee his own review of the Library Director.

The Committee will recommend to the Board:

- 1% increase in salary for the Library Director for 2012.
- Library Director will be asked to prepare a 3 -5 year business plan defining specific objectives and goals and present the plan to the board at the July 2012 board meeting. The plan will include:
  - Budget projections
  - Staffing requirements
  - Equipment needs
  - The introduction of fee based products and services
- Library Director will be asked to research data processing consolidations for cost savings and to reduce health care costs. This plan will be presented to the Board at their April 2012 board meeting.
- Library Director will be asked to prepare a budget document for 2013 that is 7.5% less than 2012 and present this budget document to the Board at their May 2012 board meeting.

MOTION by Susan Moylan Krey, seconded by Dion Kendrick, to adjourn the Executive Session meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 3:03 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Executive Session  
November 15, 2011

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor Conference Room on Tuesday, November 15, 2011. President George Magerl called the meeting to order at 8:35 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, George Magerl, Steve Mokry, Richard Pope, Vincent Rangel, Jeff Rozovics.

Absent: Jennifer Tsalapatanis.

Also present: Carol Kidd.

The Executive Committee recommends to the Board:

- 1% increase in salary for the Library Director for 2012.
- Library Director will be asked to prepare a 3-year business plan defining specific objectives and goals and present the plan to the board at the July 2012 board meeting. The plan will include:
  - Budget projections
  - Staffing requirements
  - Equipment needs
  - The introduction of fee based products and services
- Library Director will be asked to research data processing consolidations for cost savings and to reduce health care costs. This plan will be presented to the Board at their April 2012 board meeting.
- Library Director will be asked to prepare budget documents for 2013 with projected tax levy reductions of 7.5%, 10%, and 12.5% and present this budget document to the Board at their May 2012 board meeting.



MOTION by Susan Moylan Krey, seconded by Vincent Rangel, to adjourn the Executive Session meeting at 9:04 p.m. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Minutes prepared by Carol Kidd.



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BOARD OF TRUSTEES  
Minutes of the Executive Session Meeting  
February 21, 2012

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, February 21, 2012. President Magerl called the meeting to order at 8:16p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Susan Moylan Krey, Richard Pope, Vincent Rangel, Jeff Rozovics, Carol Kidd.

Absent: Steve Mokry, Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen.

EXECUTIVE SESSION MINUTES

The Board consensus was that the following minutes will no longer require confidential treatment and will be made available for public inspection:

- January 20, 1998 – Appointment, Employment, or Dismissal of Employee.
- March 17, 1998 – Appointment, Employment, or Dismissal of Employee.
- January 18, 2000 – Compensation, Discipline & Performance of Specific Employees, Semi-Annual Review of Minutes.
- February 15, 2000 – Compensation, Discipline & Performance of Specific Employees.
- September 21, 2004 – To Discuss Compensation of a Specific Employee.
- October 19, 2004 – To Discuss Compensation of a Specific Employee.
- December 20, 2005 – To Discuss Semi-Annual Review of Executive Session Minutes, Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.
- January 17, 2006 – To Discuss Probable or Imminent Litigation.
- February 21, 2006 – To Discuss Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.

March 21, 2006 – To Discuss Probable or Imminent Litigation.  
April 18, 2006 – To Discuss Probable or Imminent Litigation.  
May 16, 2006 – To Discuss Probable or Imminent Litigation, Compensation, Discipline or Performance of a Specific Employee.  
August 22, 2006 – To Discuss Probable or Imminent Litigation.  
September 19, 2006 - Compensation, Discipline or Performance of a Specific Employee.  
May 15, 2007 - Compensation, Discipline or Performance of a Specific Employee.  
November 6, 2006 - To Discuss Probable or Imminent Litigation.  
June 19, 2007 – To Discuss Semi-Annual Review of Executive Session Minutes and Probable or Imminent Litigation.  
November 20, 2007 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body.  
May 20, 2008 – To Discuss Probable or Imminent Litigation and Compensation, Discipline or Performance of a Specific Employee.  
June 17, 2008 – To Discuss Semi-Annual Review of Executive Session Minutes and Compensation, Discipline or Performance of a Specific Employee.  
September 23, 2008 - Review of Executive Session Minutes and Probable or Imminent Litigation.  
October 21, 2008 - Review of Executive Session Minutes.  
April 21, 2009 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Purchase or Lease of Real Property for the Use of the Library.  
May 19, 2009 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.  
June 16, 2009 – To Discuss Semi-Annual Review of Executive Session Minutes.  
November 3, 2009 - To Discuss Salary Schedule for One or More Classes of Employees.  
February 16, 2010 – To Discuss Pending or Imminent Litigation.  
May 18, 2010 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director.  
December 21, 2010 – Semi-Annual Review of Executive Session Minutes.  
April 28, 2011 – Review of Executive Session Minutes.  
June 21, 2011 – Semi-Annual Review of Executive Session Minutes.

The Board consensus was that the following minutes will be retained:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.  
June 15, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.  
June 29, 2010 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

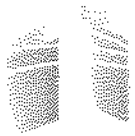
November 2, 2011 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

November 15, 2011 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

MOTION by Susan Moylan Krey, seconded by Jeff Rozovics, to adjourn the Executive Session meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 8:36p.m.

Minutes prepared by Carol Kidd.



BOARD OF TRUSTEES  
Minutes of the Executive Session Meeting  
June 26, 2012

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, June 26, 2012. President Magerl called the meeting to order at 9:30 p.m.

ROLL CALL.

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, George Magerl, Steve Mokry, Richard Pope, Jeff Rozovics, Carol Kidd.

Absent: Susan Moylan Krey, Vincent Rangel, Jennifer Tsalapatanis.

Also present: Holly Richards Sorensen.

EXECUTIVE SESSION MINUTES

The Board consensus was that the following minutes will no longer require confidential treatment and will be made available for public inspection:

June 15, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

June 29, 2010 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of the Library Director and Semi-Annual Review of Executive Session Minutes.

November 2, 2011 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal a Specific Employee and Semi-Annual Review of Executive Session Minutes.

November 15, 2011 - To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

February 21, 2012 - Review of Executive Session Minutes

The Board consensus was that the following minutes will be retained:

July 15, 2008 - Compensation, Discipline or Performance of a Specific Employee.

Director Sorensen reported that a former library employee, who was terminated, filed a complaint with the Illinois Department of Human Rights alleging Age Discrimination and that she has forwarded a copy of the complaint to the library's insurance company.

MOTION by Steve Mokry, seconded by Jeff Rozovics, to adjourn the Executive Session meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

The meeting adjourned at 9:56 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of the Executive Session Meeting  
October 16, 2012

I. CALL TO ORDER

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, October 16, 2012. President Pope called the meeting to order at 8:56p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Eugene Fregetto, Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Vincent Rangel, Gregory Sarlo, Jennifer Tsalapatani, Carol Kidd.

Also present: Holly Richards Sorensen.

III. EXECUTIVE SESSION MINUTES

President Pope explained the revised evaluation process for the Library Director. Trustees were given a compilation of the results of the evaluation questions. The consensus of the board was to give the library director an increase of 1.65%.

IV. MOTION by Gregory Sarlo, seconded by Jennifer Tsalapatani, to adjourn the Executive Session meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. ADJOURNMENT

The meeting adjourned at 9:32 p.m.

Minutes prepared by Carol Kidd.

BOARD OF TRUSTEES  
Minutes of Executive Session  
December 18, 2012

The Executive Session of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, December 18, 2012. President Pope called the meeting to order 8:24 p.m.

Members Present: Dion Kendrick, Susan Moylan Krey, Steve Mokry, Alma Perez, Richard Pope, Gregory Sarlo, Carol Kidd

Absent: Eugene Fregetto, Vince Rangel, Jennifer Tsalapatanis.

Also Present: Holly Richards Sorensen.

EXECUTIVE SESSION MINUTES

The Board reviewed the following Executive Session minutes and the minutes will no longer require confidential treatment and are available for public inspection:

June 26, 2012 – Review of Executive Session Minutes and Pending or Imminent Litigation.

October 16, 2012 – To Discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of a Specific Employee.

The Board reviewed the following minutes and their recommendation is to retain the following minutes:

July 15, 2008 – Compensation, Discipline or Performance of a Specific Employee.

The meeting adjourned at 8:35 p.m.

Minutes prepared by Carol Kidd.