



DES PLAINES PUBLIC LIBRARY

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BOARD OF TRUSTEES
Minutes of the Management Committee
January 21, 2020

I. CALL TO ORDER.

The Management Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Tuesday, January 21, 2020. Chair Denise Hudec called the meeting to order at 7:09 p.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Denise Hudec, Kristen Graack, Umair Qadeer, Carol Kidd.

Also present: Jo Bonell, Roberta Johnson, Heather Imhoff.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

III. Review Job Descriptions.

Library Director Jo Bonell stated that the committee would review the following job descriptions:

Head of Marketing and Communications Services
Creative Services Coordinator
Web Services Specialist
Digital Designer

Trustee Kristen Graack asked that the positions that were being replaced by another position be removed from the Salary Schedule.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve the following job descriptions with changes:

Head of Marketing and Communications Services

Creative Services Coordinator

Web Services Specialist

Digital Designer

VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Kristen Graack, to adjourn the meeting. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:39 p.m.

Minutes prepared by Carol Kidd.