



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Management Committee Meeting
May 20, 2021

I. CALL TO ORDER

The meeting of the Des Plaines Public Library Board of Trustees Management Committee was held by electronic remote participation on Thursday, May 20, 2021. Committee Chair Denise Hudec called the meeting to order at 6:32 p.m.

II. ROLL CALL

Roll call indicated the following board members were present: Denise Hudec, Kristen Graack, Gregory Sarlo, Carol Kidd.

Also present: Vincent Rangel, Jo Bonell, Roberta Johnson, Stephanie Spetter, Joanie Sebastian, Michelle Meyer-Edley, John Leach.

III. CONSIDERATION OF THE AGENDA

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the agenda, as presented. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

IV. PUBLIC COMMENTS AND QUESTIONS

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTIONS [Action Item]

Library Director Jo Bonell asked the Committee to approve changes to the following six Library job descriptions:

School Liaison Librarian
Seasonal Preschool Outreach Intern
Teen Services Assistant
Youth Services Assistant
Youth Services Assistant Manager
Youth Services Librarian

The Committee reviewed each job description. Director Bonell stated that no substantive changes were made, only formatting and minor wording updates. She plans to revise all Library job descriptions and bring them to the committee this year. Trustee Hudec asked if the committee could get copies of the job descriptions with the changes in red, and Director Bonell agreed.

Trustee Hudec asked when the Preschool Outreach Internship program would start up again. Head of Youth Services Stephanie Spetter responded that they were planning for Spring 2022.

MOTION by Kristen Graack, seconded by Denise Hudec, to recommend approving the changes to the six job descriptions to the Board, and ask the Board to review and approve the Teen Services Assistant. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VI. REVIEW AND APPROVE SALARY AND CLASSIFICATION SCHEDULE [Action Item]

Director Bonell presented the Library Salary and Classification Schedule with the new Teen Services Assistant job description added to Group 6. Trustee Graack asked if every Library position was now on the Schedule, and Director Bonell said they were. Trustee Graack asked if there was a current organizational chart. Director Bonell said there was, and she would provide the chart to the Board.

Director Bonell thanked the Committee and stated that she would bring more revised job descriptions to them in June for their review.

MOTION by Kristen Graack, seconded by Denise Hudec, to recommend approving the changes to the revised Salary and Classification Schedule to the Board as a whole. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

VII. OTHER

The Committee discussed the potential timing of returning to in-person meetings. President Sarlo said that this would be brought up at the full Board meeting, but that they would not take any action as it was not on the agenda, and there was still

no announcement on revisions to the Open Meeting Acts.

President Sarlo commented that we could not ask the Trustees if they were vaccinated, that information could only be volunteered by the individual.

VIII. ADJOURNMENT

MOTION by Kristen Graack, seconded by Denise Hudec, to adjourn the regular meeting. ROLL CALL VOTE: AYES: Graack, Hudec, Sarlo. NAYS: None. MOTION CARRIED.

Meeting adjourned at 6:50 p.m.

Minutes prepared by Carol Kidd.

- VIII. New Business. 7:25 p.m.
 - A. Approve Payment of Vendor Checks and ACH Payments Report – \$ 287,396.78. [Action Item]
 - B. Review Strategic Plan.
 - C. Review and Approve Proposal for Removal and Replacement of Two Dri-Steam Gas to Steam Humidifiers. [Action Item]
- IX. Announcements. 7:45 p.m.
- X. Correspondence.
- XI. Other.
- XII. Adjournment. 7:55 p.m.

This meeting will be recorded for television broadcast.