



BOARD OF TRUSTEES
Minutes of the Management Committee Meeting
October 21, 2021

Chair Denise Hudec stated that as Chair of the Management Committee she determined that it was not practical or prudent to schedule an in-person meeting due to the Covid-19 pandemic. Therefore, the meeting would be held virtually and in accordance with state statute.

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, October 21, 2021. Chair Denise Hudec called the meeting to order at 6:33 p.m.

II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Christine Halblander, Denise Hudec.

Absent: None.

Also present: Gregory Sarlo, Vincent Rangel, Jo Bonell, Michelle Meyer-Edley, Laurie Papadourakis, Lisa DuBrock, Joanie Sebastian, Stephanie Spetter, Heather Imhoff.

III. CONSIDERATION OF THE AGENDA.

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

IV. PUBLIC COMMENTS AND QUESTIONS.

No public comments or questions.

V. REVIEW AND APPROVE JOB DESCRIPTION. [Action Item]

Library Director Jo Bonell asked the Committee to review and approve the following job descriptions

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

The Committee made additional minor changes to the Graphic Designer, Digital Designer, and Creative Services Coordinator job descriptions.

MOTION by Christine Halblander, seconded by Kristen Graack to approve the following job descriptions:

- Patron Accounts Assistant
- Production Clerk
- Graphic Designer
- Digital Designer
- Creative Services Coordinator
- Head of Marketing and Communications Services

ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None.

MOTION CARRIED.

VI. REVIEW AND APPROVE A-10 BYLAWS OF THE BOARD OF TRUSTEES, SECTIONS 5, REMOTE ATTENDANCE. [Action Item]

Library Director Jo Bonell stated that Section 5 had been added to Article VI Meetings. This policy allows for remote attendance if a trustee is prevented from physically attending a meeting. The policy defines reasons for attending a meeting remotely and “applies to all meetings, including meetings of the Board as a whole, Committee meetings and any other meetings properly convened.”

MOTION by Kristen Graack, seconded by Christine Halblander, to approve A-10 Bylaws of the Board of Trustees, Sections 5, Remote Attendance ROLL CALL VOTE: AYES: Graack, Halblander, Hudec. NAYS: None. MOTION CARRIED.

VII. ADJOURNMENT.

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

Meeting adjourned at 6:58 p.m.

Minutes prepared by Carol Kidd.