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BOARD OF TRUSTEES
Minutes of the Management Committee
November 19, 2019

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, November 19, 2019. Chair Denise Hudec called the meeting to order at 6:41 p.m.

II. ROLL CALL.

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

Absent: Umair Qadeer.

Also present: Jo Bonell, Roberta Johnson, Stephanie Spetter.

III. CONSIDERATION OF THE AGENDA.

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

IV. PUBLIC COMMENTS AND QUESTIONS.

No public in attendance.

Trustee Umair Qadeer entered the meeting at 6:49 p.m.

V. REVIEW JOB DESCRIPTIONS. [Action Item]

The Committee reviewed, discussed and made slight revisions to the following job descriptions:

Teen Services Librarian
Production Clerk
Reference Librarian
Reference Services Librarian II
Reference Services Assistant
School Liaison Librarian
Seasonal Preschool Outreach Intern
Seasonal Summer Reading Associate
Creative Services Manager
Youth Services Assistant Manager

VI. LIBRARY POLICY REVIEW. [Action Item]

Library Director Jo Bonell explained changes to following sections of the Personnel Policy:

D – 6 Leaves with pay
D – 7 Leaves without pay
D – 8 General Benefits and Allowances
D – 9 General Rules and Regulations

VII. REVIEW SALARY AND CLASSIFICATION SCHEDULE. [Action Item]

Library Director Jo Bonell stated that the salary and classification schedule will be increasing each year due to the increase in the Illinois minimum wage. Library Director Jo Bonell also stated that merit increases would go up slightly to offset the increase to the minimum wage so that salary compression can be avoided.

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

Teen Services Librarian
Production Clerk
Reference Librarian
Reference Services Librarian II
Reference Services Assistant
School Liaison Librarian
Seasonal Preschool Outreach Intern
Seasonal Summer Reading Associate
Creative Services Manager
Youth Services Assistant Manager

And to approve changes to Personnel Policy Section D as follows:

D – 6 Leaves with pay

D – 7 Leaves without pay

D – 8 General Benefits and Allowances

D – 9 General Rules and Regulations

And to approve proposed changes to the Salary and Classification Schedule and merit increases, as presented.

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

V. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Christopher Renkosiak, to adjourn the meeting.

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

Meeting adjourned at 8:52 p.m.

Minutes prepared by Carol Kidd.