

BOARD OF TRUSTEES  
Minutes of the Management Committee  
September 27, 2018

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 Thursday, September 27, 2018. Chair Denise Hudec called the meeting to order at 6:10 p.m.

II. ROLL CALL.

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

Absent: Umair Qadeer.

Also present: Gregory Sarlo, Nicholas Harkovich, Christopher Renkosiak, Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Stephanie Spetter,

III. Review Job Descriptions.

Assistant Director Roberta Johnson stated that the committee would review:

- Changes to seven (7) job descriptions
  - Page I
  - Page II
  - School Liaison Librarian
  - Metadata and Cataloging Specialist
  - Material Services Manager
  - Creative Services Manager
  - Youth Services Librarian – eliminate part-time Youth Services Librarian
- Global changes to all job descriptions
- B – Collection Development Policy
- C-1 Registration Eligibility
- C-5 Use of Public Bulletin Board
- C-6 Public Meeting Room Use

Trustee Kristen Graack asked how staff and job applicants would know the library values and Assistant Director Roberta Johnson responded that the library values are on the library website. A link to that web page will be added to the online application. Library values are Generosity, Good Design/Beauty, Friendliness and Efficiency. Assistant Director Roberta Johnson also responded that these values are used in employee evaluations.

Trustee Umair Qadeer entered the meeting at 6:22 p.m.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve global changes to all job descriptions, as corrected, to change the Materials Services Manager, Creative Services Manager and Metadata and Cataloging Specialist to exempt status and to approve changes to Page I, Page II, School Liaison Librarian, Metadata and Cataloging Specialist job descriptions, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### IV. Library Policy Review.

Assistant Director Roberta Johnson explained proposed changes to B - Collection Development Policy, C-1 Registration Eligibility, C-5 Use of Public Bulletin Board and C-6 Public Meeting Room Use.

The committee discussed the proposed changes.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve changes to B – Collection Development Policy, C-1 Registration Eligibility, C-5 Use of Public Bulletin Board and C-6 Public Meeting Room Use, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

#### V. ADJOURNMENT.

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

Meeting adjourned at 6:54p.m.

Minutes prepared by Carol Kidd.