



DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. dppl.org

BOARD OF TRUSTEES Minutes of the Management Committee Meeting October 4, 2017

I. CALL TO ORDER.

The Management Committee met in the second floor conference room on Thursday, October 4, 2017. Chair Denise Hudec called the meeting to order at 10:05 a.m.

II. ROLL CALL.

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

Absent: Patricia Thompson.

Also Present: Holly Richards Sorensen, Roberta Johnson, Heather Imhoff, Bruce Lester, Susan Farid.

III. REVIEW JOB DESCRIPTIONS.

Library Director Holly Richards Sorensen explained that the Management Committee would be reviewing two new job descriptions and seven revised job descriptions for the proposed department of Patron Accounts and Materials Services (PAMs). Library Director Holly Richards Sorensen also explained that the Circulation Services department and the Technical Services department would be merged to create the new department of Patron Accounts and Materials Services (PAMs). The position of Head of Circulation Services would be eliminated as of December 31, 2017.

Library Director Holly Richards Sorensen stated that physical circulation of library materials has dropped in the last decade and that is part of the reason for the restructuring of the departments and changes in job descriptions. Patrons are reading differently and there is a demand for more devices and e-materials and that contributes to the way the patrons are using the library.

Trustee Kristen Graack asked how many new positions were added to the 2018 budget and how many positions were eliminated in the 2018 budget. Assistant Library Director Roberta Johnson responded that in the 2018 budget one new full-time position was added and four part-time positions were eliminated. Library Director Holly Richards Sorensen responded that costs for salaries for 2018 was less and costs for benefits for 2018 was more. Library Director Holly Richards Sorensen stated that staff salary increases for 2018 is budgeted for 2%, which is a savings over the 2017 budget. The results of these changes is revenue neutral.

Susan Farid, Head of Circulation Services, stated that originally when talks began about merging the two departments she was told that no one would lose their job, but that now she is being forced out of her job and she is not happy about it.

The proposed new job descriptions are:
Head of Patron Accounts and Materials Services
Page Supervisor.

The revised job descriptions are:
Acquisitions and Cataloging Manager (revised from Technical Services Manager
Copy Cataloging Assistant (revised from Technical Services Assistant Copy Cataloger)
Acquisitions and Receiving Assistant (revised from Technical Services Assistant
Acquisitions and Receiving)
Processing Clerk (revised)
Patron Accounts Assistant (revised from Circulation Services Assistant)
Materials Services Manager (revised from Circulation Services Manager)
Materials Services Clerk (revised from Circulation Services Clerk)

Library Director Holly Richards Sorensen explained that there are also proposed changes to the department of Marketing and Communication. Heather Imhoff, Head of Marketing and Communication, stated that there is a departmental need for a Graphic Designer who would do original illustration and produce highly creative work. Also proposed is a new position for a Production Clerk. The position of Graphic Artist would be eliminated as of December 31, 2017.

Trustee Kristen Graack asked if new employees were on probation for a period of time after hired. Library Director Holly Richards Sorensen stated that the library has an evaluation system in place and that includes a six-month review for new employees.

Trustee Denise Hudec asked if the current Graphic Artist could apply for one of the two new positions in Marketing and Communication and Heather Imhoff, Head of Marketing and Communications stated that the current Graphic Artist has the required qualifications for the newly created Production Clerk position.

Library Director Holly Richards Sorensen explained that the part-time Reference Librarian job description will be eliminated, but that the Reference Librarian job description will be for both full and part-time employees.

The committee discussed proposed changes to the personnel policy that will reflect title changes to the new and proposed job descriptions.

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the following new job descriptions:

- Head of Patron Accounts and Materials Services
- Page Supervisor
- Graphic Designer
- Production Clerk

and to approve changes to the following job descriptions:

- Assistant Director
- Creative Services Manager
- Reference Librarian
- Acquisitions and Cataloging Manager
- Copy Cataloging Assistant
- Acquisitions and Receiving Assistant
- Processing Clerk
- Patron Accounts Assistant
- Materials Services Manager
- Materials Services Clerk

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

MOTION by Kristen Graack, seconded by Denise Hudec, to approve the following changes to Personnel Policy, D-8 General Benefits and D-9 General Rules and Regulations. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

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

The meeting adjourned at 10:58a.m.

Minutes prepared by Carol Kidd

