



DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes of the Management Committee Meeting
June 17, 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, June 17, 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, Carol Kidd.

Absent: Christine Halblander.

Also present: Gregory Sarlo, Jo Bonell,

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. 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 nine Library job descriptions:

The Committee reviewed each job description.

Trustee Kristen Graack asked if an *ampersand* or the word *and* would be used in the job descriptions, since both have been used in the past. President Gregory Sarlo replied that there should be consistency and Library Director Jo Bonell stated that she would use the word *and* in the job descriptions.

Chair Denise Hudec asked whether the job description for Metadata and Cataloging Specialist should require a driver's license as a qualification. Library Director Jo Bonell responded that for this position, the employee is required to go to meetings throughout the CCS system to represent the library and this requires having a driver's license.

MOTION by Kristen Graack, seconded by Denise Hudec, to recommend to the board approving changes to the following nine job descriptions, as presented.

Material Services Clerk
Material Services Manager
Acquisitions and Receiving Assistant
Acquisitions and Cataloging Manager
Copy Cataloging Assistant
Page
Page Supervisor
Processing Clerk
Metadata and Cataloging Specialist

ROLL CALL VOTE: AYES: Graack, Hudec. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT

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

Meeting adjourned at 6:49 p.m.

Minutes prepared by Carol Kidd.