



BOARD OF TRUSTEES
Minutes of the Management Committee
February 18, 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 Monday, February 18, 2019. Chair Denise Hudec called the meeting to order at 7:02 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: Holly Richards Sorensen, Roberta Johnson, Michelle Meyer-Edley, Earl Wilson.

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

Trustee Umair Qadeer entered the meeting at 7:04p.m.

III. Review Job Descriptions.

Library Director Holly Richards Sorensen stated that the committee would review:

- New job description
 - Patron Accounts Supervisor
- Changes to one (1) job description
 - Head of Patron Accounts and Materials Services

MOTION by Umair Qadeer, seconded by Kristen Graack, to approve job descriptions Patron Accounts Supervisor and Head of Patron Accounts and Materials Services, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. Library Policy Review.

Assistant Director Roberta Johnson explained that the library's attorney had reviewed and revised some sections of the personnel policy. Those changes were made to the personnel policy.

The committee discussed the proposed changes.

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve changes to the library's personnel policy, 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 7:59 p .m.

Minutes prepared by Carol Kidd.