

Elmwood Park Public Library
Minutes of the Bylaws, Goals, Policy, Personnel Committee Meeting
Tuesday, March 10, 2015 at 7:30 p.m.

1. Call to Order

Chairperson John Rivera called the meeting to order at 7:33 p.m.

2. Roll Call

Present: Trustees John Rivera, Carole Bilbo, Orlando Vale

Also present: Library Director Tiffany Verzani, Head of Patron Services Jason Stuhlmann

3. Unfinished Business

a. Employee Handbook

Director Verzani presented a draft of updates and changes for employee benefits, including vacation pay, educational assistance, sick time, and addition of recognition of civil unions and disallowing dating between supervisor and direct report.

b. Job Description Review

The staff committee of Director Verzani, Adult and Youth managers Mandy McGee and Kim Viita completed the update of the job descriptions and are sending to Management Association of Illinois for review, comparison with other libraries and the marketplace, and creation of a salary scale. The description for Library Director needs to be reviewed and approved by the Trustees. It will be included in the March board packet for information. Board members will be asked to provide comment to Trustee Rivera. Once finalized, it will be included in a future board meeting for approval.

4. New Business:

a. Trustee continuing education events

Director Verzani will be compiling a list of annual Trustee events. The committee will then discuss their merits and decide if there is a particular event Trustees should attend each year or if decisions will be made annually as part of budget preparation.

b. Director Verzani shared examples of investment and banking policies as well as information about the Public Funds Investment Act with which our policy needs to comply. She will work on a draft to present to the committee.

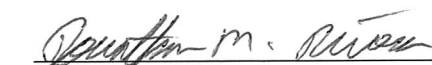
At 8:25 p.m., Jason Stuhlmann left the meeting

c. Executive Session

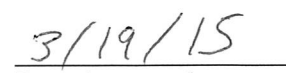
At 8:30 p.m. a motion from John Rivera and seconded by Orlando Vale, the committee retired to Executive Session for the purpose of the annual review of the Library Director in accordance with 5 ILCS 120/2 (c)(1). Director Verzani was asked to leave the meeting during the discussion.

5. Adjournment

At 8:40 p.m., Director Verzani rejoined the meeting. On a motion from Orlando Vale and seconded by John Rivera, the Executive Session and the BGPP meeting itself was adjourned.



John Rivera, Chairperson



Date Approved