

**ELMWOOD PARK PUBLIC LIBRARY**  
**Minutes of Bylaws, Goals, Policy, Personnel Committee Meeting**  
**February 6, 2020**  
**8:00 P.M.**

1. Chair Peter Fosco called the meeting to order at 8:08 p.m.

2. Upon roll call the following were present:

Committee members: Trustees Peter Fosco (via phone), Dee Gordon, and SK Narayan  
Also present: Director Tiffany Verzani and Assistant Director Jason Stuhlmann

3. New Business

a. 360 Director Review

- i. Director Verzani summarized two examples received from Hinsdale and Brookfield libraries and our own EPPL form.
- ii. Trustee Gordon said they discussing the idea and will likely create an online optional form for staff.

b. Consultant for Job Description Review

- i. Director Verzani has allocated funds for FY20-21 to hire HR Source to review/benchmark job descriptions.
- ii. This was last completed 5 years ago.
- iii. IT is needed due to ongoing staffing analysis, new minimum wage requirements, and recent retirements.

c. Policy Updates

i. Computer Fees

1. The committee discussed the computer use fees.
2. They will recommend to the Board that they be removed effective immediately.
3. This will be included in the February board packet for approval.

ii. Investment Fund and By-laws updates

1. Recommended by auditor due to new labor laws.
2. Trustee Fosco recommended looking for free harassment training.
3. Director Verzani stated most libraries are waiting for guidelines from IDOL.
4. There is a possibility RAILS may provide training.

There being no further business before the committee, on a motion from Trustee Gordon and seconded by Trustee Narayan, the meeting was adjourned at 8:20 p.m.

  
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Peter Fosco, Committee chair

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Date filed (Office)