

Elmwood Park Public Library
Minutes of the Bylaws, Goals, Policy, Personnel Committee Meeting
Tuesday, October 13, 2015 at 7:30 p.m.

1. Call to Order

Chairperson John Rivera called the meeting to order at 7:35 p.m.

2. Roll Call

Present: Trustees John Rivera, Carole Bilbo, Elsa Volpe

Also present: Library Director Tiffany Verzani, Assistant Director Jason Stuhlmann

3. Unfinished Business

a. Management Association of Illinois compensation package report

The committee discussed the report and the need to have more competitive salaries. They accepted the salary scale and the Director's recommendations. The review will go to the board for consideration and approval.

b. Ethics Policy

The Library Director presented the Attorney General's Model Ethics Ordinance. The Library's current policy is in line with the AG policy and state statutes, so no update needs to be done at this time.

c. Staff Survey

The job satisfaction survey that was distributed in January 2015 was shared. Staff had taken some time in addressing concerns and made many improvements, including staff benefits and development opportunities. The survey will be shared with the board in the next Director's report. The Library Director distributed a timeline for policy updates so that they can be grouped quarterly for more efficiency.

4. New Business:

a. Computer Use Policy

The draft policy was updated by staff and reviewed by the attorneys. The committee had no changes and will forward it to the board for consideration and approval.

b. Gifts of Appreciation

The committee reviewed the draft update. The committee made some changes and will forward to the board for consideration and approval.

c. OCLC Borrowing/Lending

This policy regulates out-of-SWAN borrowing and lending. It needed to be updated in relation to current update of the Circulation policy. The committee had no changes and will forward it to the board for consideration and approval.

d. Strategic Plan Goals

The Library Director updated the committee on work toward completing the draft of the strategic plan.

e. Personnel

The Library Director wanted to confirm process for Director Review for inclusion in upcoming board agendas.

5. Adjournment

At 8:18 p.m., on a motion from Carole Bilbo and seconded by John Rivera, the meeting was adjourned.


John Rivera, Chairperson

12/17/15
Date Approved