



### COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting of the Board of Library Trustees of the La Grange Park Public Library District, was held on January 21, 2020 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 7:00 pm.
2. Upon roll call the following were present: Trustees Whitman, Gies, Swainson, Snow, Clement, Donaldson. Absent: Demes-O'Brien. Also present were Executive Director Buckson and Meeting Stenographer Magats.
3. Introduction of visitor(s):
  - a) Rose Hopkins-LaRocco, Head of Children Services,
  - b) Maureen Sill, Head of Circulation/Technical Services,
  - c) Gabe Oppenheim, Head of Adult Services,
  - d) Samantha Farruggia, Young Adult Services
4. Public comment: None
5. Approve minutes of the previous meeting(s): Snow motioned, seconded by Gies; All in favor.
6. Half Year Board & Management Team work session:
  - a) Review of Strategic Plan progress with library department heads:
    1. Children's offers sensory storytimes and Forest Preserve programs. Their Little Free Libraries are doing well. Rose met with the Special Ed department at Barnsdale.
    2. Maureen attended the social justice symposium conflict resolution training, privilege wheel, collection maintenance, responsible communication
    3. Adult Services: The Inclusivity Task Force created a toolkit for all staff to utilize, Gabe has de-Dewey'd the travel section.
    4. Young Adult Services: Sam provided information and resources to the Inclusivity Task Force. She met with the Resource teachers at Park, LADSE, and attended the first EDI Youth Networking group.
  - b) Discussion of 2020/2021 salary schedule:
    1. Buckson utilizes the Laconi Salary Survey to see if we are on track and what the current market is. The Board must determine what changes they will want to make to the salary schedule to accommodate the minimum wage increases in coming years.
  - c) Discussion of employee benefits: The Board would like Buckson to write language for sick time implementation.
  - d) Discussion of job description updates: All department heads met to update job descriptions. They corrected discrepancies they found to make language and expectations consistent across all departments
  - e) Discussion of personnel manual updates: Buckson reviews the manual every 2 years. Buckson will add "We strive to pay market."
7. Adjournment: Snow motioned, seconded by Gies; All in favor. Meeting adjourned at 8:54 pm