



ELK GROVE VILLAGE PUBLIC LIBRARY

BOARD OF TRUSTEES of the ELK GROVE VILLAGE PUBLIC LIBRARY

Committee of the Whole

Meeting Tuesday, April 30, 2024

President Bruce Barnett called the meeting to order at 7:01 pm.

Trustees present: Isela Catania, Lee Maternowski, JoAnn Shafar, Eileen Valentino, Mary Vitale, and Renee Weiland. Also present: Library Director Debra Nelson and Rick Avalos, Head of Building and Security Services.

Director Nelson presented the proposed revisions to personnel policies:

Non-Bargaining Staff Salary Range Adjustments – The proposed update reflects an adjustment to the pay structure ranges for exempt staff based on data from HR Source and the U.S. Bureau of Labor Statistics. The recommendation is to adjust the salary structure by 3.7% for exempt staff and 3.5% for executive/officer positions.

Staff Allocations – The Board reviewed the proposed new position (Security Services Specialist) and reclassification of the full time Custodian position from Grade IV to Building Services Specialist, Grade III. Rick Avalos explained that the Building Services Specialist position will require more skills, responsibilities, and knowledge needed for the job, including technical understanding of sophisticated systems. The Board reviewed the job descriptions for both positions and discussed concerns regarding the qualifications outlined for the Security Services Specialist role. Trustees Valentino and Shafar expressed discomfort with the current requirements, emphasizing their belief that additional education should be mandated for this position. Trustee Valentino stated the candidate needs life experience in a related field, or someone who might have experience with kids, such as a coach or former teacher. Trustee Maternowski stated he roughly agrees with an education requirement but mentioned how one of the best people he ever hired did not have a degree. The Board indicated they were open to

revising the description which considered candidates with relevant qualifications and experience while still emphasizing the preference for a degree. Director Nelson and Rick Avalos assured the Trustees that they will seek out and hire the best candidate.

Director Nelson and the Trustees reviewed the proposal from Bibliotheca for a new self-check machine and smart shelf. Director Nelson explained how the smart shelf worked. It would be a better choice than an automated material handling system because it is smaller, less costly, and would not take work away from staff.

Director Nelson distributed the Library's Property Condition Assessment Report to Trustee Barnett and Trustee Catania.

An update on the outdoor master plan was provided. Preliminary survey results were sent to the Trustees; Director Nelson indicated she will have more information at the May 7th meeting.

Director Nelson informed the Board that she is in the process of developing a Social Media Policy, which she anticipates will be ready for potential voting at the June 4th meeting.

Director Nelson outlined her initiative to introduce Aunt Flow dispensers in the library's washrooms. This initiative ensures that all patrons have access to necessary amenities.

Trustee Valentino moved, seconded by Trustee Shafar, that the Board enter into Executive Session to discuss performance, compensation and discipline for specific employees.

On a voice vote, the motion was passed.

The Board returned to Regular Session at 9:05 PM.

Trustee Vitale moved, seconded by Trustee Valentino, that the Board exit the Committee of the Whole Meeting.

On a voice vote, the motion was passed.

The meeting was adjourned 9:05 pm.

Respectfully Submitted,

Lee Maternowski, Secretary