

APPROVED 2/8/21

Yorkville Public Library
Special Meeting of Board of Trustees
Monday, February 1, 2021, 7:00pm
902 Game Farm Road – Michelle Pfister Meeting Room

The special meeting was called to order at 7:00pm by President Darren Crawford, roll was called and a quorum was established.

Roll Call:

Jason Hedman-yes, Ryan Forristall-yes, Darren Crawford-yes, Susan Chacon-yes, Julie Brendich-yes, Wamecca Rodriguez (arr. 7:22pm)

Absent: Theron Garcia, Russ Walter

Others in Attendance:

Lucas Robinson, *Kendall County Record*

Recognition of Visitors: President Crawford recognized Mr. Robinson.

Public Comment: None

Staff Comment: None

New Business:

Discussion Job Descriptions

Overview: The Board began discussion for revision of the Library Director Job Description. Mr. Hedman said the recent Board focus is on 'community outreach' and 'building issues' as being major job requirements and those should be added at the top of the Essential Job Functions. The Board has also recently discussed other new potential positions such as a Facilities Manager. All agreed the posting needs to be disseminated soon. A standard set of interview questions will be used and will be revised prior to interviews.

Job Posting Revisions:

Annual Salary: The Board agreed on a salary range of \$65,000 - \$75,000

Description: Added “foster positive community relations”, population was changed to 19,000+ and Operating Budget revised to \$900,000+.

Qualifications: A Masters degree is preferred, but not required. Other wording revisions were made and requirements added.

Essential Job Functions: Verbage to be added regarding the community engagement/marketing, building issues, review of contracts, strategize and develop staffing plan, seek additional funding sources/grant-writing.

Board members decided to post the position on Indeed, RAILS, ILA, Facebook, Twitter and on the library's new website. Most postings are active for 30 days. Linked In was deemed too expensive.

Motion: Trustee Hedman moved to pay \$100 to post an ad on ILA and Trustee Crawford seconded.
Roll call: Hedman-yes, Forristall-yes, Crawford-yes, Chacon-yes, Brendich-yes, Rodriguez-yes.
Carried 6-0.

Interview Process Discussion

Zoom meeting interviews were discussed and if more than 3 Board members are present, it is considered an open meeting and interviews would need to be done within Executive Session. The Personnel Committee oversaw the process for the last interviews and Trustee Garcia had set up the days and times. The procedure for interview questions and compiling ratings were discussed from the previous occasions and some of the questions were reviewed. The Co-Directors will be invited to join the Board for the second interviews. Ms. DeBord and Ms. Garcia will be asked to facilitate the postings. A Twitter account was suggested by Trustee Rodriguez.

Job Description Discussion

All changes made in the Posting will also be incorporated into the Job Description. Board members also considered the pandemic when reviewing the Disaster and Evacuation Plan. They also renamed it Emergency Preparedness Plan. Under Qualifications, it was decided to require "skill and knowledge with Microsoft Office and various social media platforms". Ms. Rodriguez said Google Docs is a widely used tool as well.

Summary: President Crawford moved to adopt the Job Description and Job Posting as discussed tonight and Mr. Hedman seconded. Roll call: Forristall-yes, Crawford-yes, Chacon-yes, Brendich-yes, Rodriguez-yes, Hedman-yes. Carried 6-0.

Discussion of Staffing

Spreadsheets detailing hours worked according to employees and by departments were provided to the Board. Trustee Hedman commented these spreadsheets will be helpful for budgeting staffing needs. It was noted that a couple of the custodians have over 40 hours per week and President Crawford will address with the Interim Co-Directors. The Board was asked to review these sheets for further conversation at the next meeting. Budgeting, additional staff, minimum wage increase and possible wage compression will be added to the agenda. Building life cycle/equipment replacement and capital plan will be added into the budget process for next year, but preferably after a new Director is on board.

Executive Session: None

Adjournment:

There was no further business and the special meeting was adjourned at 8:34pm.

Minutes respectfully submitted by
Marlys Young, Minute Taker