

# New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois  
November 9, 2020

*Personnel Committee Meeting – 6:30 pm*



## MINUTES – PERSONNEL COMMITTEE MEETING

The meeting of the New Lenox Public Library District Board of Trustees Personnel Committee was called to order at 6:30 p.m. by Vice President Linda Evans on November 9, 2020 at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

**Trustees Present at the Library Building:** President Dr. Edward A. Tatro, Colette Loecke, Michelle Monbrod arrived at 6:32 pm, Ann Podoba arrived at 6:37 pm, Alex Vancina

**Trustees Present via Remote Meeting (Zoom):** Vice President Linda Evans, Bonnie Ulstad

**Absent:** None

**Staff present at the Library Building:** Michelle Krooswyk: Director and Recording Secretary, Michael Stubler: Business Manager

**Visitors (Online via Zoom):** None

All the Board Trustees agreed that the meeting would occur by audio or video conference call. (5 ILCS 120/7(a) of the Open Meetings Act). The public, staff, and Trustees were able to access the meeting in person at the library building or via a Zoom link provided in the Board Agenda, which was posted online and at the front entrance of the library building.

### **Audience to Visitors**

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- None.

### **New Business**

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- Director Krooswyk provided an update on the job description overhaul project. The updated organizational chart and an example of an updated job description was presented. The Illinois Public Library Trustee Manual was reviewed as well to review Board responsibilities as outlined by the state. The Board President recommended the Treasurer meeting more formally with the Business Manager and Director. To conclude, Director Krooswyk shared a spreadsheet of all the current projects/tasks that she is working on.

### **Executive Session**

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- None.

### **Trustee Comments**

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- None.

### **Adjournment**

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Trustee Loecke moved and Trustee Podoba seconded that the meeting be adjourned 6:57 p.m. motion passed by unanimous vote.

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Michelle Krooswyk, Recording Secretary  
Respectfully Submitted,  
Michelle Krooswyk, Director & Recording Secretary