



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD PERSONNEL COMMITTEE MEETING MAY 19, 2016

The meeting of the New Lenox Public Library District Board of Trustees Personnel Committee was called to order at 2:42 p.m., by Trustee Tatro on Thursday, May 19, 2016, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois

Present were Trustees: Edward A. Tatro, Colette Loecke, Lou Broccolo, and Michelle Monbrod

Trustee Evans joined at 2:51

Staff present: Pilar Shaker, Director

Audience to Visitors

None

New Business

- The purpose of this meeting is to discuss personnel matters including, but not limited to, the resignation of the current director, Pilar Shaker, as well as the evaluation of said director.
- Director Shaker presented an official letter of resignation and apologized for the fact that public notice was given in Forest Park before she was able to give notice to us. Her last day will be June 24.
- Director Shaker expressed concern regarding ordinances and other key pieces that are required to be completed during the summer. She has been working closely with Michael Stubler and plans to have all the heavy legal paper work completed and ready for approval by the June board meeting.
- A discussion took place regarding an interim director. Director Shaker pointed out that there is only one viable option at this time since, unlike last time, there are not two solid managers in place. It should be noted at this point that Nick Hyten, current manager of Adult Services, submitted his resignation effective June 3. The possibility of one interim along with a couple of support personnel will be discussed later in the month. It was noted that duties outside the scope of normal, above and beyond their normal routine, should/could require additional compensation.
- The search for a new director will commence immediately using much of the previous search requirements but with updated data. Resumes will be sent to Director Shaker with Trustees Loecke and Evans representing the board. The application deadline will be June 17, 2016. Earliest that a new director could be in place is most likely September 2016.
- Director Shaker will be hiring a new manager for Adult Services.
- Trustee Evans entered the meeting at 2:51 p.m. and was brought up to date.

- Director Shaker apologized for her tenure not being a professional length of time to spend at the job. The board members present expressed their regret that she will be leaving the New Lenox Public Library but all were in agreement that the job opportunity was in the best interest of Pilar and her family. She has promised to help us find someone as professional and talented as she.
- Director Shaker presented a copy of her 2015-16 goals and their updates and the current Strategic plan. She reviewed the relevancy for each goal and the progress that has been made toward achieving each. She discussed in detail the new procedural guidelines to be used across departments for documentation of behavioral and performance issues with the goal of holding everyone accountable. A copy the *Documentation of Disciplinary Action* was provided listing the four stages to be followed before dismissal. Should a staff member be disciplined for unacceptable behavior, a copy of the form will now be included in their personnel file.

EXECUTIVE SESSION

- To evaluate the performance of the Director

Executive Session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Monbrod moved and Trustee Evans seconded to enter executive session at 3:13 pm

Director Shaker left at 3:30 after a personnel matter discussion. Evaluation of the performance of the director commenced. The board decided that we will have a pity party after she leaves!

Trustee Loecke moved and Trustee Monbrod seconded to exit executive session at 3:45 pm

Discussion

None

Adjournment

Trustee Broccolo moved and Trustee Loecke seconded that the meeting be adjourned at 3:46 p.m. Motion passed by unanimous vote.

Colette Loecke, Secretary

Respectfully Submitted,
Colette Loecke
Board Secretary