



NEW LENOX PUBLIC LIBRARY DISTRICT BOARD  
PERSONNEL COMMITTEE MEETING  
January 14, 2019

A special meeting of the New Lenox Public Library District Board of Trustees was called to order at 6:30 p.m. by President Tatro on Monday, January 14, 2019, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Present were Trustees: President Dr. Edward A. Tatro, Vice President Linda Evans, Colette Loecke, Michelle Monbrod.

Staff present: Michelle Krooswyk: Director, Recording Secretary, Michael Stubler: Business Manager

Visitors: Alex Vancina

**Audience to Visitors**

- None

**New Business**

Staffing: Director Krooswyk updated the committee on current and future hiring, including a 15 hour circulation clerk, a 15 hour per week specialist to assist in the Digital Media Lab next fiscal year as well as the possibility of a 12 hour per week administration assistant to support back of the house task-based work.

Job Descriptions: Director Krooswyk let the committee know that she attended a job description class presented by HR Source and it was very helpful. From that class, it was suggested to provide a Position Analysis Questionnaire (PAQ) to staff. An example of this form was provided at the meeting. Staff have until January 25 to complete the PAQ, then the Management Team will take this information to create update job descriptions and titles. This is important to provide relevancy, consistency and expectations. Once job descriptions are complete, descriptors will be pulled to place into the job specific standards in the updated evaluations. From there we can conduct a long overdue salary study. Trustee Evans commented that this is a great start and something the Board has wanted for a while.

**Adjournment**

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- Trustee Tatro moved and Trustee Loecke seconded that the meeting be adjourned at 6:49 p.m. Motion passed by unanimous vote.

Respectfully Submitted,  
Michelle Krooswyk  
Recording Secretary

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Colette Loecke, Secretary