



MINUTES OF THE
PERSONNEL COMMITTEE MEETING
HELD AT THE
CICERO PUBLIC LIBRARY ON
WEDNESDAY, NOVEMBER 13, 2024
4:30 P.M.

Call to Order

The Personnel Committee Meeting was called to order by Vice-President Anthony Grazzini at 4:30 p.m.

Roll Call

Vice-President Grazzini called roll. The following Trustees were present: Vice-President Grazzini and Trustee Rosemarie Esposito. Also present were Library Director Sandra Tomschin and Library Board Attorney Matt Byrne.

Unfinished Business

Review of Employee Manual

Vice-President Grazzini noted that the Employee Manual was last updated in November 2022. He indicated that the manual should be updated with feedback from Library Director Tomschin and Department Heads for the new year to ensure that the policies are in line with the best practices for library management.

Review of Proposed Employee Evaluation Tool

Vice-President Grazzini discussed the evaluation tool that was used at the Schiller Park Library. Library Director Tomschin noted that she would evaluate the Department Heads and they would evaluate the staff they supervise. Library Director Tomschin indicated that she would be evaluated by the Board of Trustees. Library Director Tomschin disseminated the various samples of employee evaluation tools. Vice-President Grazzini noted they would recommend to adopt evaluation tool #2 for the staff at the next Library Board Meeting in December.



Review of Draft Director Evaluation Tool

They discussed that Library Director Tomschin's evaluation would be done in January 2025. Vice-President Grazzini provided samples of a Director Evaluation Tool that is used at another library. He recommended to adopt evaluation form #3 for the Library Director at the next library in December.

New Business

There was none presented.

Public Comments

There were none presented.

Adjourn Meeting

The meeting was adjourned at 4:45 p.m.

Secretary