

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Personnel Committee of the Whole Meeting of the Board of Trustees

held via videoconference – April 13, 2021 at 7:00 p.m.

President Rapisand explained that the Library Board was meeting via videoconference and stated that she authorized the Board to meet remotely as per Illinois Public Act 101-0640 which, among other matters, amends Section 7 of the Open Meetings Act to allow meetings of members of a public body subject to the Act to occur without a quorum being physically present at the meeting due to COVID-19.

President Rapisand announced that any public comments or requests to speak may be sent to adoubek@prpl.org or participants could raise their hand virtually.

ROLL CALL

Trustees Present: Lauren Rapisand, President; Karen Burkum, Vice-President; David Somheil, Secretary;
(Via videoconference) Stevan Dobrilovic, Treasurer; Alexandra Hanba; Josh Kiem; Michael Reardon; Joseph Steinfelds; Deepika Thiagarajan

Others Present: Angela Berger, Interim Library Director; Alyson Doubek, Library Finance Manager; Charlie Melidosian, City Council liaison

Committee Chair Hanba opened the Personnel Committee meeting at 7:56 p.m.

Trustee Steinfelds made a

MOTION: to approve the minutes of March 9, 2021

President Rapisand seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfelds, Thiagarajan

Motion passed.

DISCUSSION OF TIMING OF LIBRARY DIRECTOR INTERVIEWS

Treasurer Dobrilovic discussed memos from himself and Trustee Reardon concerning issues that arose in the process of finalizing the final Director interview schedule. He did not want to raise those issues in open session. He believed that a compromise solution around scheduling of final interviews was needed so all trustees can participate in the interviews in a meaningful way.

Trustee Reardon added that it was essential for all trustees to participate in the Director interviews. He asked to be brought up to speed as to why interviews have to be held during the day rather than in the evening.

Committee Chair Hanba said she had been working with consultant Bradbury Miller on the interview schedule. They had not confirmed times, as they did not know the availability of candidates and everyone who wanted to participate in interviews. They tried their best to create schedule that would allow for participation, also had to work with candidates' schedules. One of candidates is not available after their scheduled interview time period. She stated that it is common in interviewing to run into these issues; it can be difficult to have everyone's schedules to line up. It was not done intentionally.

President Rapisand said they tried to accommodate schedules. She proposed seeing if the person slotted for 5pm would go at 8pm. Then the Board could reconvene on the 22nd at 7pm to have discussion and decision to move forward. Then the only conflict would be the 4pm slot, which could be recorded for those who are unable to attend in person.

Committee Chair Hanba said it was best not to have to move candidates around. She proposes keeping the schedule as it is but don't have conversation on 21st; reconvene on 22nd – all discuss together. She agrees that it is important that everyone participates.

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Treasurer Dobrilovic said he is trying to be as flexible as possible. He is willing to do either alternative. He prefers President Rapisand's option. He wanted to reiterate the importance that everyone participate, that should be the ultimate objective.

Trustee Steinfels asked if the final interviews would be similar to the previous round of interviews – would the questions be scripted, would all trustees be involved, would there be the opportunity to ask follow up questions. Is it better to watch real time or is it better to watch recording?

Committee Chair Hanba replied that there would be scripted questions, a few of the trustees would be asking the questions. She said it was better to watch real time if possible. She said there will be some unique questions for each candidate based on their experience. Treasurer Dobrilovic asked if there would be an opportunity to ask unscripted questions?

Committee Hanba replied that Bradbury Miller had sent over sample questions. She said it is best to ask "like" questions so interviews are fair. She said if there was an urgent question to ask, that would be possible. If necessary, we could have another interview.

Treasurer Dobrilovic said that throughout the course of interview, there may be a certain statement that elicits a question that is not scripted. He understands the need to ask similar questions, comparing apples to apples.

President Rapisand mentioned the questions sent from Bradbury Miller, and that she had some thoughts on how to differentiate questions from first round of interviews. She said the consultant did say there would be the chance to ask follow up questions.

Trustee Reardon said that based on the conversation, he prefers Lauren's scheduling. He doesn't want to alienate any candidates by rescheduling. Committee Chair will discuss with Bradbury Miller; an alternative could be to record both as a second option.

Trustee Steinfels understands having same questions for each candidate is important, but each candidate has different experiences, individualized questions are needed. He thinks as many people should be present for as many interviews as possible.

Committee Chair Hanba explained that interview questions don't have to be completely structured. There are structured questions so interviews stay on topic, interviewers know what to ask, and are asking the same things to all candidates. That doesn't mean you can't ask follow-ups. The interview time is 45 minutes and questions cover a broad range of topics.

Trustee Kiem asked about moving earlier appointments to next day? He values the perspectives and experience that Trustees Reardon and Dobrilovic bring and feels it is important that they be included.

President Rapisand expressed concern with moving two interviews to the next day, feeling that would create recency bias. She found this happened with the 2 days of interviews in semifinals. She believes it is best to have them in the same evening.

Treasurer Dobrilovic said that he understands the practicalities and that he may not be able to participate in all the interviews. He is satisfied with plan in place. He stated it is best not to deliberate immediately after interviews.

Trustee Reardon said we don't want to bias the process, agrees with Trustee Rapisand's point.

His main concerns are that no deliberations take place, even informally when all members are not present; and whoever they are not able to see live they are able to view recording.

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Committee Chair Hanba stated that she will reach out to the consultant to see if one candidate can be moved to a later slot and one can be recorded; if that doesn't work two will be recorded, the Board will deliberate on the 22nd. Treasurer Dobrilovic and Trustee Reardon appreciated the consideration and discussion.

EXTENSION OF EMERGENCY SICK LEAVE POLICY

Interim Director Berger explained that up until December 31, it was a federal mandate to have COVID emergency sick leave policy. As of January 1, the extension of the policy became voluntary. The Board voted to extend the policy – January 1 – March 31. The policy is currently expired.

Federal law has since changed. The federal government added specific reasons for use of COVID sick time and reset the 10 day limit. The original law established 2 weeks of leave. This act now resets the amount of time an employee would be eligible for. It allows for the extension of emergency FMLA which Board did not extend past the mandated Dec 31 date. The policy was put into place so people would not have to choose between coming to work and following the Library's personal wellness check policy. The current law extends to Sept. 30.

Treasurer Dobrilovic is in favor of extending. The rationale remains the same. We want to encourage employees not to come to work if they think they may have COVID. President Rapisand agreed. Trustee Reardon asked Committee Chair Hanba for her opinion. Hanba said she agrees with extending the policy

Trustee Kiem suggested incorporating language into the policy that Library Board encourages people to consult physician regarding vaccinations. Vaccinations are now part of the reality

Trustee Thiagarajan agrees that encouraging people to get vaccine is good, but said it should not be tied to the policy. Trustee Kiem said it would not be a condition of the policy just encouraging them to get it.

Trustee Steinfels asked what percentage of employees have received the vaccine. He asked if there was still a group who wanted the vaccine but was not able to get it? Interim Director Berger replied that everyone who wanted to be vaccinated had been extended the opportunity through the City.

Committee Chair Hanba advised against including language in the policy encouraging employees to discuss vaccination with their physician.

President Rapisand made a

MOTION: to renew "Illness at the Workplace (COVID-19) for Library Staff" policy as amended, for the period April 1 – September 30, 2021.

Trustee Kiem seconded the motion.

Roll Call Vote: Yes: Burkum, Dobrilovic, Hanba, Kiem, Rapisand, Reardon, Somheil, Steinfels, Thiagarajan

Motion passed.

Personnel Closed 8:28 p.m.