

**NILES PUBLIC LIBRARY DISTRICT
Personnel and Policy Committee Meeting
January 30, 2008**

Call to Order

The meeting was called to order in the Board Room at 6960 Oakton in Niles, Illinois, by Mr. Dennis O'Donovan at 5:11 p.m. Also present were: Ms. Grace Caruvana, Ms. Barbara Nakanishi, Ms. Maureen Polcyn, and Mr. Sam Puleo. Mr. Morgan Dubiel had given previous notice.

Also present were: Ms. Valerie Clark, Reference Services Supervisor; Mr. Cary Czarnecki, Library Administrator; Ms. Barb Kruser, Adult Fiction and Audiovisual Services Supervisor; Ms. Susan Lempke, Youth Services Supervisor; Ms. Ann Pasnick, Technical Services Supervisor; Ms. Linda Weiss, Library Services Manager; Mr. Chris Ball, a Niles resident who was scheduled to take the Oath of Office as a new Trustee at the Board Meeting on February 20, 2008; and Ms. Miriam Pollack, head of Miriam Pollack and Associates.

Ms. Pollack discussed the schedule she had planned for Monday, February 11, 2008, for the purpose of meeting with the library staff to discuss the hiring of a new Library Administrator.

The schedule would be:

10:30 a.m. to 11:30 a.m.	All available staff who were not Supervisors or Managers.
11:30 a.m. to 1:00 p.m.	All available Managers and Supervisors, except the Library Administrator.
1:00 p.m. to 1:30 p.m.	The Library Administrator.
1:30 p.m. to 2:30 p.m.	All available staff (except Managers and Supervisors) who did not attend the morning meeting.

Executive Session

Mr. O'Donovan called for an executive session at 5:35 p.m., to include just the Trustees and Ms. Pollack. Its purpose was to discuss the job notice for a new Library Administrator. The executive session ended at 7:00 p.m.

Adjournment

The meeting was adjourned at 7:01 p.m.