

BARTLETT PUBLIC LIBRARY DISTRICT  
EXECUTIVE SESSION MINUTES

MONDAY JULY 18, 2022, 7:55 p.m.

Location: East Conference Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL 630-837-2855

CALL TO ORDER: President Hopkins called the Executive Session to order at 7:55 p.m., in conformance with 5 ILCS 120/2(a)(1)

ROLL CALL: President Heidi Hopkins, Vice President Peggy Deyne, Treasurer Joe Olsen, Secretary Peggy Bucaro, Dave Barry, Monica Boyer, and John Sias.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi.

AGENDA:

1. Youth Services Manager: Director Nance stated that she had to make the decision to terminate the Youth Services Manager. The employee was at the end of their 90-day probationary period, and some performance issues had been addressed with the employee at their 90-day evaluation that the employee did not improve upon. The employee had disseminated some misinformation regarding employees' raises that was very hard for the administrative staff to have to go back and correct. The Director and HR Manager ultimately determined the employee was not a good fit for the position and terminated the individual as of July 18, 2022. The employee was given the option to resign, which they did choose that option.

The position will again be posted as open.

2. Teen Librarian: A situation has arisen with the Teen Librarian. The individual misled the administrative staff regarding their pursuing a Master's Degree in Library Science, to be obtained in December 2023. Ms. Castelvechi followed up with the employee to confirm they were still on track for the degree.

The employee was evasive and noncommittal on obtaining the degree and stated they wanted to focus on school librarianship at public schools. The employee was reminded that they had listed on their employment application that they were going to obtain the MLS.

To date no documentation has been received to confirm the

employee is on track to obtain the degree. The employee will be placed on a formal performance improvement plan.

All of the Library's new part-time associates have been working out well.

3. Graphic Artist: Director Nance was really excited about the graphic artist position and enjoyed the interview with the applicant, who is very creative. The applicant came onsite and created a flyer for the Library that worked out very well. When staff conducted a background check, the applicant then admitted they do not have the requested degree for the position, that they are one class shy of the degree.

Director Nance likes the work submitted by the applicant. Staff have worked with the Library's attorney to draft a contract for freelance work to create the newsletter and see how that works out.

Staff reviewed the marketing manager application again, and they are hoping to schedule in-person interviews. Staff likely will repost the position to see if it draws new candidates. Director Nance has been personally working on the Library's social media and e-newsletters, both of which require significant time.

As a result of the problems with the candidate's application, the offer to the graphic artist for employment has been withdrawn and the position will continue to be posted. The Library's attorney was consulted to draft a contract for freelance graphic artwork, and the contract requires the work to be performed offsite, and the artist will not be considered an employee.

Discussion was had regarding the hiring of a marketing manager. Staff indicated that they would like to first have in place a graphic artist and someone who can print the graphic art materials.

ADJOURNMENT: Trustee Barry moved to adjourn from Executive Session at 8:05 p.m.; seconded by Trustee Boyer.  
Roll Call Vote - Yes: Boyer, Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. Adjourned at 8:05 p.m.