

THE BOARD OF LIBRARY TRUSTEES OF THE
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
LINCOLNWOOD, ILLINOIS

Regular Board Meeting

July 24, 2008

Closed Session

Library Director's Performance Evaluation: Follow-up Review-Discussion

At 8:52 p.m., the Board adjourned to closed session in order to: (1) discuss with the Library Director certain items that were noted in his performance evaluation, and (2) review compensation issues related to that performance evaluation.

CALL TO ORDER

President Talaganis called the closed session to order immediately.

ROLL CALL

Trustees Present: Talaganis, Beard, Fields, Gimbel, Klatzco, and Martel.

Trustees Absent: Alper.

Staff Present: Library Director Jack Hurwitz

Visitors Present: None.

FOLLOW-UP REVIEW-DISCUSSION OF LIBRARY DIRECTOR'S PERFORMANCE EVALUATION

Trustee (and Staffing and Personnel Committee Chairperson) Fields reminded the Board about its intention to hold six-month review/discussion of the Library Director's performance evaluation that was completed last February. In particular, the Board wanted to review (1) the status of the proposed priorities that were highlighted in the evaluation, and (2) the Library Director's compensation. Trustee Fields also informed the Board that during a discussion that President Talaganis and she had with Library Director Hurwitz after the February evaluation, he made several interesting points about one of the priorities that the Board set—i.e., to delegate more to other Management Team members—and they felt that the full Board should hear these also.

Library Director Hurwitz then spoke to the issue of delegating more to others at the library. He made several points, including:

- He has been delegating an increasing amount of what he does to other Management Team members. (He cited examples of this.) There is a limit, however, on what he can delegate to others as well as train them to do.
- Each member of the Management Team, including the Head of Adult Services/Assistant Library Director, has, as a primary responsibility, her own department to run. In most cases, this also involves working shifts at a public service desk. Given this, as well as their respective skills, aptitudes, and interests, it is impossible to prepare an individual Management Team member or the Management Team as a whole to assume all the functions of the Library Director.
- Given the size of our library, it is unlikely that we will ever be in the position of being able to have a full-time Assistant Director to either fill in for or replace the Library Director.
- In terms of a succession plan for the Library Director, it is unlikely that the library will be able to go for an extended period of time without a replacement. Staff will be able to operate the library and continue to provide services, but at least an interim Director will be needed to provide for administrative oversight and decision-making.

There was also a brief discussion with Library Director Hurwitz regarding one of the other priorities that the Board established for him, development and fundraising. Mr. Hurwitz informed the Board that, except for large city libraries, public library Directors simply are not able to do the kind of extensive and large-scale fundraising that at least a portion of our Board wants him to do.

At the Board's request, Library Director Hurwitz then (i.e., at 9:12 p.m.) left the closed session. Trustee Fields reminded the Board that when Mr. Hurwitz's performance evaluation was conducted in February,

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the trustees had discussed the possibility of either increasing his salary or providing a bonus at the time of this six-month follow-up review and discussion. After further discussion, the Board unanimously agreed to award Library Director a performance bonus of \$2,000 to supplement the 3% salary increase that he was awarded in February. At 9:24 p.m., the Board called Mr. Hurwitz back into the meeting and informed him about its decision to award him a bonus.

ON A MOTION BY TRUSTEE KLATZCO AND SECONDED BY TRUSTEE MARTEL, THE CLOSED SESSION WAS ADJOURNED BY UNANIMOUS CONSENT AT 9:26 P.M.

The Board immediately reconvened in open session.



Dany R. Fields
Secretary

MINUTES OF CLOSED SESSION

Approved on 8/28/08

REVIEWED FOR PUBLIC RELEASE:

Date? 8/28/08 Released? YES

