

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
March 13, 2021
9:00 am**

Meeting may occur in person or virtually. Regardless of in person status residents and board members may attend virtually via Free Conference Call. Call in number is 617-793-8740

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE –**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**

- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Merrionna Pierce**
 - B. POLICY AND BYLAWS --- Catherine Boettcher**
 - C. PERSONNEL--- Elizabeth Norcutt**
 - D. PUBLIC RELATIONS--- Crystal Parker**

- 7. UNFINISHED BUSINESS**

- 8. NEW BUSINESS**
 - A. Financial Update**
 - B. Ordinance approving the Bylaws**
 - C. Plan of Succession**
 - D. Amber Mechanical Proposal**
 - E. Employment Agreement**
 - F. Policy changes**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Special Budget Meeting Minutes**

November 14, 2020

The meeting was called to order at 9:05 a.m. by President Gary Holcomb

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce and Merrionna Pierce.
2. A review of presented tax levy was reviewed.
3. The Board President asked for audience questions in person and virtually. No audience participation occurred.
4. A motion was made by Merrionna Peirce and seconded by Elizabeth Norcutt to accept and adopt the presented tax levy ordinance. Roll call vote: Elizabeth Norcutt, aye; Merrionna Pierce, ; Roger Strasemeier, aye; 3 ayes, 0 nay, motion carried.
5. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier adjourn the meeting at 9:09 am. Roll call vote: Elizabeth Norcutt; Merrionna Pierce, aye; Roger Strasemeier, aye; 3 ayes, 0 nay, motion carried.

Respectfully submitted,
Rosie Williams-Baig
Director

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
February 13, 2021

President Gary Holcomb called the meeting to order at 9:02 A.M.

1. Roll Call: Present were: Catherine Boettcher (via Phone), Suzanne Downing (via phone), Gary Holcomb, Merrionna Pierce, Roger Strasemeier.
Absent: Elizabeth Norcutt (9:03 am) and Crystal Parker
2. Minutes: A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to approve the January minutes as presented. Four ayes and zero nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: February monthly Financial Report presented and attached.
 - B. Policy and Bylaws: None
 - C. Personnel: None
 - D. Public Relations: Elizabeth Norcutt suggested that if we can have any Easter events we should consider naming them Spring events so as not to exclude any who may feel it is a religious event.
7. Unfinished Business: None
8. New Business:
 - A. Director Williams-Baig presented revised Bylaws for the Board to review. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce adopt the bylaws as presented. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion failed.
 - B. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to table the discussion regarding the review of the education requirement for Senior Staff. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion failed.
 - C. Director Williams-Baig informed the board there has not been as much tax money come in this year than at this point in years prior. The Board discussed the need for transferring money if needed to be able to cover payroll and bills. No action taken
9. None
10. Adjournment: A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to adjourn the meeting at 9:44 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,
Elizabeth Norcutt

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Special Budget Meeting Minutes**

February 25, 2021

The meeting was called to order at 2:00 p.m. by President Gary Holcomb

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt and Roger Strasemeier.
2. A review of the Illinois Public Library Standard was reviewed. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to expand the Director's hours from 34 hours weekly to 37.5 hours weekly while maintaining her annual salary. Roll call vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Roger Strasemeier, 3 ayes, 0 nay, motion carried. A motion was made by Roger Strasemeier and seconded Elizabeth Norcutt to approve the proposed policy changes as written. Roll call vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Roger Strasemeier, 3 ayes, 0 nay, motion carried. A motion was made
3. A discussion was held regarding opening the library back to the public. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to reopen the library to the public with the hours posted currently while closing for 1 hour daily to sanitize. Roll call vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Roger Strasemeier, 3 ayes, 0 nay, motion carried.
4. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt adjourn the meeting at 2:43 pm. Roll call vote: Catherine Boettcher, aye; Elizabeth Norcutt; Merrionna Pierce, aye. 3 ayes, 0 nay, motion carried.

Respectfully submitted,
Elizabeth Norcutt
Secretary

March 2021 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

The Library staff as been busy planning our Spring event. We will be having an event modeled from the Halloween event from last year. We feel this is the best way to have a successful, social distant event for the children of the community. We are looking for volunteers to prepare and pass out candy/treats as well as sponsors to purchase Easter basket prizes for the event.

Today we will be going over multiple items the Board and Staff will need to review and goals to work towards for the future. It is important to note that these items are not immediate in nature but should definitely be addressed within the next fiscal year.

Our next meeting will be held April 10th unless a special meeting is needed before then.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

March 2021

Dyer Bank and Trust

PAYROLL \$75,500.03

GENERAL FUND \$ 32,488.62

MONEY MARKET \$78,801.84

PETTY CASH \$3,185.40

SAVINGS \$4,479.34

Total: \$194,455.23

Loan

\$465,148.00

February 2021

Dyer Bank and Trust

PAYROLL \$25,346.18

GENERAL FUND \$ 22,617.91

MONEY MARKET \$103,796.53

PETTY CASH \$3,203.88

SAVINGS \$3,685.74

Total: \$158,650.24

Loan

\$468,539.61

Nancy L McConathy Public District Lib

Check List

All Bank Accounts

January 1, 2021 - January 31, 2021

Check Number	Check Date	Payee	Amount
Payroll Checks			
20899	01/02/21	BAUGHMAN, COLLEEN M	1,052.06
20900	01/02/21	DETTLOFF, HALEY	186.25
20901	01/02/21	DETTLOFF, VICTORIA	298.25
20902	01/02/21	HERNANDEZ, MARTHA	132.86
20903	01/02/21	MILLER, DIONNE	379.95
20904	01/02/21	TURNER, DEVONTE	671.57
20905	01/02/21	WILLIAMS-BAIG, ROSIE	1,188.85
20906	01/02/21	WILLOUGHBY, MARY	161.25
20909	01/16/21	BAUGHMAN, COLLEEN M	1,052.07
20910	01/16/21	DETTLOFF, HALEY	186.24
20911	01/16/21	DETTLOFF, VICTORIA	394.18
20912	01/16/21	MILLER, DIONNE	395.04
20913	01/16/21	TURNER, DEVONTE	647.83
20914	01/16/21	WILLIAMS-BAIG, ROSIE	1,188.85
20915	01/16/21	WILLOUGHBY, MARY	298.04
20916	01/30/21	BAUGHMAN, COLLEEN M	1,052.07
20917	01/30/21	DETTLOFF, HALEY	159.92
20918	01/30/21	DETTLOFF, VICTORIA	379.75
20919	01/30/21	MILLER, DIONNE	249.29
20920	01/30/21	TURNER, DEVONTE	647.84
20921	01/30/21	WILLIAMS-BAIG, ROSIE	1,188.84
20922	01/30/21	WILLOUGHBY, MARY	298.04
Payroll Check Total			12,209.04
Vendor Checks			
1838	01/02/21	VICTORIA DETTLOFF	3.00
5670	01/05/21	VILLAGE OF SAUK VILLAGE	48.75
5671	01/05/21	WILLIAM A. LAU & CO. LTD.	40.00
5672	01/06/21	C&T LAWN & LANDSCAPING	511.00
5673	01/06/21	DYER BANK & TRUST	4,564.37
5674	01/06/21	WAREHOUSE DIRECT	4.22
5675	01/08/21	CANNA LAW OFFICES, P.C.	1,275.00
5676	01/12/21	AMBER MECHANICAL CONTRACTORS, INC.	2,010.00
5677	01/13/21	SWAN	4,183.25
5678	01/19/21	CINTAS	114.22
5679	01/19/21	COMCAST BUSINESS	349.60
5680	01/19/21	COMED ELECTRIC	515.80
5681	01/19/21	NICOR GAS	478.69
5682	01/19/21	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	27.00
20907	01/05/21	LIBERTY NATIONAL	259.68
20908	01/05/21	NCPERS GROUP LIFE INSURANCE	48.00
Vendor Check Total			14,432.58
Check List Total			26,641.62

Check count = 38

Nancy L McConathy Public District Lib

Payment List

All Bank Accounts

January 1, 2021 - January 31, 2021

Date	Reference	Description	Account	Distribution Description	Amount
01/04/21	DM103	FREECONFERENCECALLER.COM	01-5440	FREECONFERENCECALLER.COM	6.00
				Total for Payment DM103	6.00
01/04/21	DM104	CHICAGO PARKING	01-5400	CHICAGO PARKING	24.00
				Total for Payment DM104	24.00
01/05/21	TRS100	TRS FRM PR TO PETTY	01-1055	TRS FRM PR TO PETTY	3,000.00
				Total for Payment TRS100	3,000.00
01/06/21	DM105	FEDEX	01-5380	FEDEX	27.67
				Total for Payment DM105	27.67
01/07/21	DM100	ILLINOIS DEPT OF REVENUE	01-2400	ILLINOIS DEPT OF REVENUE	610.16
				Total for Payment DM100	610.16
01/08/21	DM101	IMRF W/H	01-2450	IMRF W/H	354.82
				Total for Payment DM101	354.82
01/08/21	DM102	IRS TAX PAYMENT	01-2350	IRS TAX PAYMENT	629.92
			01-2550	IRS TAX PAYMENT	332.53
			01-2300	IRS TAX PAYMENT	1,423.69
				Total for Payment DM102	2,386.14
01/11/21	DM106	AMAZON	01-5200	AMAZON	11.99
				Total for Payment DM106	11.99
01/11/21	DM107	SAMS CLUB	01-5400	SAMS CLUB	100.00
				Total for Payment DM107	100.00
01/12/21	DM108	TARGET	01-5300	TARGET	18.18
				Total for Payment DM108	18.18
01/12/21	DM109	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	01-5440	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	27.00
				Total for Payment DM109	27.00
01/14/21	DM110	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	01-5440	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	195.00
				Total for Payment DM110	195.00
01/21/21	DM111	SAMS CLUB	01-5200	SAMS CLUB	61.68
				Total for Payment DM111	61.68

Nancy L McConathy Public District Lib

Payment List

All Bank Accounts

January 1, 2021 - January 31, 2021

Date	Reference	Description	Account	Distribution Description	Amount
01/25/21	DM112	AMAZON	01-5200	AMAZON	23.90
				Total for Payment DM112	<u>23.90</u>
01/25/21	DM113	TARGET	01-5200	TARGET	57.52
				Total for Payment DM113	<u>57.52</u>
				Payment Total	<u><u>6,904.06</u></u>

Payment count = 15

Nancy L McConathy Public District Lib

Check List

All Bank Accounts

February 1, 2021 - February 28, 2021

Check Number	Check Date	Payee	Amount
Payroll Checks			
20923	02/13/21	BAUGHMAN, COLLEEN M	1,052.07
20924	02/13/21	DETTLOFF, HALEY	159.93
20925	02/13/21	DETTLOFF, VICTORIA	468.37
20926	02/13/21	MILLER, DIONNE	299.54
20927	02/13/21	TURNER, DEVONTE	657.33
20928	02/13/21	WILLIAMS-BAIG, ROSIE	1,188.85
20929	02/13/21	WILLOUGHBY, MARY	298.02
20930	02/27/21	BAUGHMAN, COLLEEN M	1,051.95
20931	02/27/21	DETTLOFF, HALEY	159.92
20932	02/27/21	DETTLOFF, VICTORIA	408.60
20933	02/27/21	TURNER, DEVONTE	657.33
20934	02/27/21	WILLIAMS-BAIG, ROSIE	1,189.02
20935	02/27/21	WILLOUGHBY, MARY	302.56
			Payroll Check Total
			<u>7,893.49</u>
Vendor Checks			
5683	02/08/21	AMBER MECHANICAL CONTRACTORS, INC.	166.50
5684	02/08/21	C&T LAWN & LANDSCAPING	2,716.00
5685	02/08/21	CIT (AVAYA)	114.99
5686	02/08/21	DYER BANK & TRUST	4,564.37
5687	02/08/21	JUNIOR LIBRARY GUILD	2,600.50
5688	02/08/21	LIBERTY NATIONAL	259.68
5689	02/08/21	NCPERS GROUP LIFE INSURANCE	48.00
5690	02/08/21	SWAN	17.00
5691	02/08/21	VILLAGE OF SAUK VILLAGE	48.75
5692	02/08/21	WILLIAM A. LAU & CO. LTD.	40.00
5693	02/11/21	LIMRICC-UCGA	26.71
5694	02/11/21	UNITED STATES TREASURY	42.49
5695	02/12/21	WAREHOUSE DIRECT	3.47
5696	02/23/21	AMBER MECHANICAL CONTRACTORS, INC.	287.10
5697	02/23/21	CINTAS	209.63
5698	02/23/21	COMCAST BUSINESS	349.60
5699	02/23/21	COMED ELECTRIC	436.58
5700	02/23/21	DRAINS MADE SIMPLE	600.00
5701	02/23/21	INGRAM LIBRARY SERVICES	359.06
5702	02/23/21	NICOR GAS	554.02
5703	02/23/21	WAREHOUSE DIRECT	38.89
			Vendor Check Total
			<u>13,483.34</u>
			Check List Total
			<u><u>21,376.83</u></u>

Check count = 34



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article I. Name

- Section 1.01 The name of the Library shall be the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois.
- Section 1.02 The name of the organization shall be the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois (also known as the Board).
- Section 1.03 The address of the Library shall be 21737 Jeffery Avenue, Sauk Village, Illinois 60411.

Article II. Trustees

- Section 2.01 The Board consists of seven popularly elected district residents who meet the qualifications established in 75 ILCS 16/30-20.
- Section 2.02 Trustees serve six-year terms.
- Section 2.03 Vacancies
- (a) All vacancies shall be filled by appointment by the remaining trustees in accordance with 75 ILCS 16/30-25.
 - (b) The Board shall work to identify the best qualified candidate for appointment by requesting applications from qualified residents and will conduct interviews with said candidates
 - (c) The Board agrees to keep the information submitted by the interested parties who are not selected for consideration for future vacancies.
- Section 2.04 Trustees will serve without compensation. Any expenses incurred as a result of library duties will be reimbursed from Library funds. Valid invoices and mileage receipts are required for reimbursement.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

- 2.05 The Board will review and adopt an Ethics Statement at the first meeting of the Fiscal new year.
- 2.06 In order to be an effective Board Member, all Trustees should attend all meetings and read materials present for review prior the meetings. Trustees will be provided with the information regarding trainings but can seek the information on their own. Trustees are required to attend at least one training session, in person or virtually, related to the Library per fiscal year. All expenses related to the training session will be reimbursed with Library Funds.
- 2.07 In order to be an active Board Member, all Trustees should make a point to attend at least one activity or program per calendar year.
- 2.07 Trustees shall do their best to not have vested interests directly or indirectly in any person, association or corporation in contract with or presenting contract to the Library. Nor may any Trustee take or receive any money or other thing of value such as a gift or bribe or other means of influencing his or her vote or action in his or her official capacity. Any contract made and procured in violation thereof is void. However, if deemed appropriate, any Trustee may provide materials, services or labor as it is stated in 50 ILCS 105/3. All votes and actions of Trustees must remain in compliance of 50 ILCS 105/3-4.5.
- 2.08 **Orientation**
- New Trustees shall meet with the Board President and the Library Director and be provided the following:
- (a) A tour of the facility grounds including staff introductions.
 - (b) A copy of all policies, including staff and library, as well a copy of the bylaws. Copies can be presented electronically at the request of the Trustee.
 - (c) A reference sheet outlining duties of the Trustees vs. Library Director
 - (d) Current contact information for the Board, Library Director and Assistant Director.
 - (e) A list of pertinent Social Media and contact information for the Library.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article III. Officers

- Section 3.01 The Board of Trustees shall have four officers; President, Vice President, Secretary and Treasurer. Every two years, at the May Board meeting following an election, Officer positions will be presented to the Board for nomination and appointment. At the next regularly scheduled meeting, an appointment process will occur. Once a Trustee is nominated for a position a vote of approval by the majority the Board is required for appointment.
- Section 3.02 Officers may be appointed to a maximum of two consecutive two-year terms for any specific office. After their last term is up, they may not serve in that role for at least one year. Trustees may immediately serve in a different officer role. Each officer will serve a term of two years unless a new election for Officers be needed. Officers will be asked to step down from their position if they miss more than six regularly scheduled Board Meetings.
- Section 3.03 All necessary officers will be asked to sign signature cards to allow them to approve and sign checks for all expenditures.
- Section 3.04 Roles of the President
- (a) Call and preside at all called meetings of the Board.
 - (b) Sign all necessary financial or historical documentation.
 - (c) Appoint other Board members to serve as Chairpersons on committees
 - (d) Authorize calls for special meetings
 - (e) Along with the Library Director, prepare meeting agendas. Board members who would like items on the agenda may contact the Director or Board President one week prior to the scheduled meeting time and date.
 - (f) Serve as a spokesperson for the Board in public announcements. The President may delegate this role to another officer if he or she is unable to perform this task.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Section 3.05 Roles of Vice President

- (a) Perform the duties of the President in the absence, incapacity of or refusal to act.
- (b) Perform the duties of the Secretary in the absence, incapacity of or refusal to act.
- (c) Perform the duties of the Treasurer in the absence, incapacity of or refusal to act.

Section 3.06 Roles of the Secretary

- (a) Keep an accurate record of the Board Meetings
- (b) Administer oaths and affirmations of office

The Secretary may delegate duties but shall retain final responsibility. At the end of the fiscal year, two Trustees (neither being the Secretary) shall be appointed by the President to review and audit the Secretary's records.

Section 3.07 Roles of the Treasurer

- (a) Work with the Assistant Director to maintain an accounting of all Library funds
- (b) Make a financial report at each regular Board meeting
- (c) Work with the Assistant Director to furnish any financial information as may be requested by the Board.
- (d) Be bonded in the amount as may be required by state statute.

The Board shall hire a certified public accountant to perform an audit of the Treasurer's records on a quarterly basis.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article IV. Meetings

Section 4.01 The regularly scheduled Board meeting shall take place on the second Saturday of each month at 9am at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois 60411, unless changed in accordance with the Open Meetings Act.

Section 4.02 Four Trustees shall constitute a quorum for the purpose of conducting a meeting.

Section 4.03 The business shall include, but is not limited to the following items that shall be covered in the sequence listed below:

- I. Roll Call
- II. Approval of Minutes
- III. Correspondence
- IV. Legal Report
- V. Librarian's Report
- VI. President's Report
- VII. Committee Reports
 - a. Budget and Finance
 - b. Policy and Bylaws
 - c. Personnel
 - d. Public Relations
- VIII. Unfinished Business
- IX. New Business
- X. Audience to the Public
- XI. Adjournment

Section 4.04 The Library Director shall distribute the agenda and all pertinent information for the meeting to the Library Trustees 48 hours prior to the scheduled date and time of the Board Meeting. Trustees wishing to present an item for the agenda shall provide all necessary information for the item, in writing, to the Library Director, 96 hours prior to the required 48 hours posting date and time of the agenda.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

- Section 4.05 Written minutes shall be kept for all meetings, whether open or closed session. All minutes must have the meeting date, time and location; a list of the names of all Trustees who were present or absent for the meeting; a summary of each discussion for all items on the agenda; and a record of all votes taken on each item.
- Section 4.06 Public Comment
- (a) Any person who desires to comment on Library matters during a regular Board meeting shall be required to identify themselves by name prior to making their comment. Each speaker shall have a maximum of three minutes to express their comments or questions. The President of the Board shall be entrusted to terminate individual or comments as a whole for repetitive, not library related, political, divisive or disruptive comments.
 - (b) The total time allotted for public comment shall be thirty minutes per meeting.
 - (c) Individual time allotment and total comment time allotment may be extended by a two-thirds majority vote of the members present at that meeting.
- Section 4.07 Special and or Emergency meetings shall be called by the President, Secretary of four Trustees. Audience participation during special or emergency meetings shall be focused solely on the items listed on the agenda. Special meeting notice and packet information will be provided to all Trustees at least 48 hours prior to the date and time of the posted meeting. Emergency meeting notice and packet information will be provided to all Trustees at least 24 hours prior to the date and time of the posted meeting.
- Section 4.08 All meeting notices shall be placed in a highly visible area inside the library 48 hours prior to the date and time of in the meeting in accordance with the Open Meetings Act.
- Section 4.09 If a Trustee is unable to physically attend a meeting they are able to to attend the meeting virtually. Trustees participating virtually shall have the same rights, privilege and responsibilities
- Section 4.10 All meetings shall be governed by Robert's Rules of Order.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article V. Executive Director

- Section 5.01 The relationship between the Director and the Board of Trustees should one of cooperation and communication with clearly defined roles and responsibilities. The role of the Library Board is to set the policies and plan for the long-term plan for the Library. The Director serves as the administrator and professional consultant who covers the day -to-day operations of the Library. The Board shall not attempt to dictate day-to-day practices and procedures. The Director shall not set policy without direction and prior approval of the Board. While the Board is expected to participate in events and programs as participants or volunteers there should be no disciplinary or direct interactions with the staff.
- Section 5.02 Carry out the Library's policies established by the Board
- Section 5.03 Have full responsibility for services, programs, book selections and personnel management.
- Section 5.04 Attend all Boards meetings or inform the Board that a designee will be present.
- Section 5.05 Authorize capital expenditures not to exceed \$1,000.00 for any one item.
- Section 5.06 Be included on the necessary signature cards to authorize them to sign checks for all Library expenditures.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article VI. Committees

Section 6.01 The Library shall have four standing committees; Budget and Finance, Policy and Bylaws, Personnel, and Public Relations. The President shall seek volunteers from the Board to serve as Chair on one of the standing committees. The President reserves the right to assign Trustees to committees should no one volunteer. The committee Chair will work with the Library Director to present new ideas, practices and policies to the Board for review and approval.

(a) Budget and Finance Committee role and responsibilities:

- (1) Work with the Director to prepare and present the annual budget.
- (2) Work with the Director to review any future financial plans. If funds are not presently available for plans the Budget and Finance committee will present plans for ways to finance the plans.

(b) Policy and Bylaws Committee role and responsibilities:

- (1) Review the Policy manual annually.
- (2) Provide recommended changes of the policy manual and bylaws to the Board as needed.

(c) Personnel Committee role and responsibilities:

- (1) Work with the Director to word and coordinate the presentation of job postings for new positions.
- (2) Work with the Board President Coordinate the annual evaluation of the Director.

(d) Public Relations role and responsibilities:

- (1) Work with the Programming Liaison to coordinate all Public Outreach from the Board of Trustees.

Section 6.02 The President shall appoint additional committees should the Board find it necessary.

Section 6.03 Committees shall only have advisory powers. All action items must be presented to the Board as a whole for review and approval.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article VII. General

- Section 7.01 For the purpose of conducting business, all items presented for approval of the Board require a motion and second before a vote can take place. An approval of the majority of the Board present at that meeting is needed to take action on any topic.
- Section 7.02 Any rules and policies may be temporarily suspended, for the purpose of conducting the business scheduled for that meeting, during any meeting with a two-thirds majority vote. This suspension will cease at the end of the meeting.
- Section 7.03 The Bylaws and Policy Manuals will be reviewed annually to ensure validity and current practice. Amendments and changes to the Bylaws and Policy Manuals can occur at any meeting provided that the changes have been submitted to the Director in the time needed to include the proposed changes in the meeting packet.
- Section 7.04 All contracts for supplies, materials, or labor involving an expenditure in excess of \$25,000.00 shall be let to the lowest responsible bidder after publication of a request for bids in accordance with the law.
- Section 7.05 Checks issued on Library's accounts shall be signed by two authorized signatories.



Bylaws of the Nancy L. McConathy Public Library District

Board of Trustees

Article VIII. Friends of the Library Committee

Section 8.01 Friends of the Library Committee shall be

Section 8.02 The Friends of the Library Committee shall establish a separate bank account (fund) and shall be maintained as a separate fund for accounting purposes, and the balance in the account shall be reported to the Board at the culmination of each fiscal year.

Section 8.03 Within Sixty days after the close of the fiscal year, any account balance exceeding \$7,000.00 shall be transferred in to the general fund and used for either special purposes and /or programs as determined by the Board during the current fiscal year.

Section 8.04 The Friends of the Library committee, should money be available, support two intergenerational Library programs each year. The programs shall be selected at the discretion at the Programing Liaison and Executive Director



Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees

ORDINANCE 2021 – 2

Ordinance 2021-2 : Bylaws for the Nancy L. McConathy Public Library District

Adopted this 13th day of March, 2021 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Gary F. Holcomb Sr., President

Board of Trustees

Nancy L. McConathy Public Library District

ATTEST:

Elizabeth Norcutt, Secretary

Board of Trustees

Nancy L. McConathy Public Library District



**Bylaws of the Nancy L. McConathy Public Library District
Board of Trustees**

CERTIFICATE

I, Elizabeth Norcutt, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary, and as such am keeper of the books and records of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois; and

I DO FURTHER CERTIFY that the above attached Ordinance for "Establishing By-Laws for the St. Nancy L. McConathy Public Library District" is a true and correct copy of said ordinance which was presented, passed, and recorded by said Board at their Board meeting on March 13, 2021 by a vote of:

AYES:

NAYS:

ABSENT:

ABSTAINING:

Elizabeth Norcutt, Secretary

Board of Trustees

Nancy L. McConathy Public Library District

(SEAL)



Nancy L. McConathy Public Library District

Library Director Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director of the Nancy L. McConathy Public Library District and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as maternity leave. FMLA paperwork must be submitted by the Director in the case of any leave, planned or unplanned, that is longer than one month's time. Vacations or sabbaticals lasting longer than one month need to be pre approved by the Board of Trustees sixty days in advance.

Planned absences of the Director shall be presented to the Board president as soon as identified but must be submitted at least sixty days prior to leave. In the event of an unplanned absence the Director, or family member if the Director is unable to do so, shall immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be:

- 1) Assistant Library Director

Should the standing appointee to the position of Acting Library Director be unable to serve, the first back-up appointee for the position of Acting Library Director will be:

- 2) Lead Circulation Supervisor

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint the back-up appointee to the acting Director position. The Board may also consider the option of splitting executive duties among the designated appointees. The duties of Assistant Library Director can be delegated in part or in full to allow the Acting Library Director time to acclimate to their role.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.



Nancy L. McConathy Public Library District

Library Director Succession Plan

The Acting Library Director may be offered *one* of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

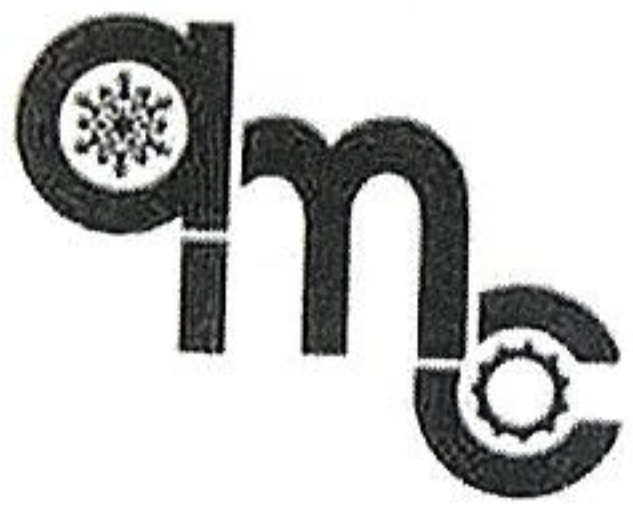
Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members, in writing, of the delegation of authority.

If it is determined that the Library Director will be on leave longer than a month, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters of Nancy L. McConathy Public Library District. This may include (but not be limited to):

1. Village of Sauk Village Administrative Staff & Village President
2. Friends of the Nancy L. McConathy Public Library President
3. Rails Library System of Northern Illinois
4. SWAN Library Systems

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. As soon as a date of return is agreed upon, the Board President shall inform the Acting Library Director in writing of the date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.



AMBER MECHANICAL CONTRACTORS, INC.

11950 SOUTH CENTRAL AVENUE
ALSIP, IL 60803-3402
PHONE: 708-597-9700
FAX: 708-371-1693

February 24, 2021

Nancy McConathy Library
21737 Jeffery Avenue
Sauk Village, IL 60411

Attn: Rosie Williams-Baigs

Dear Rosie,

Recently while providing service at the above referenced address we found the heat exchanger cover plate for Trane rooftop unit #2 will need to be replaced. We are pleased for the opportunity to quote you on this repair.

Trane RTU#2 (serial #604101281D)

- Install one (1) new heat exchanger cover plate inside unit.
- Operational check of the system.
- Necessary labor to perform repair.

\$ 2,038.00
-10% Discount

Total: \$ 1,834.00 initials _____

There is a 5-7 day lead time for parts.

Sales tax on material and supplies paid by AMC at time of purchase.
There is a one (1) year parts and labor warranty for this repair.
Freight charges if applicable are not included in the above price.
Payment in full upon completion – net 30 days.
This price is good for 30 days.
If you have any questions please feel free to call.

Acceptance Date: _____
Nancy McConathy Library

Title: _____

Respectfully Submitted:
Amber Mechanical Contractors, Inc.

Nick Stanfa

Nick Stanfa
Service Department



Treasurer job description

- Works with the library director to make regular financial reports to the board

I. Introduction

The Board of Trustees has formulated the following rules to advise all staff members of their respective privileges and responsibilities. Each staff member should read and be familiar with these rules as every staff member is responsible to observe the rules. If a staff member does not understand a specific rule or wishes to make a suggestion, he/she should see the librarian. The Board reserves the right to change these rules. All changes will be reviewed with staff to ensure understanding of the changes.

All Library positions are classified. Selection depends on the requirements of the position, with due attention to education and technical qualifications as well as personality, intellectual ability and general aptitude for the position involved. There will be no discrimination or favoritism because of race, gender/gender identification, sexual orientation, marital status, political opinions, religious affiliation or physical disability. However, when possible, Sauk Village residents will be given preferential status during hiring where qualifications are comparable.

The library exists to serve its patrons, and each staff member should always approach their work in the spirit of public service. Accordingly, the fundamental “rule” is that each staff member at all times must have an intelligent, courteous and interested attitude toward every patron. Indifference toward particular patrons or seemingly trivial requests is to be avoided.

The Board realizes that the following rules alone cannot make a good or happy employee, or well-functioning staff and library. Such objectives depend on the individual conscientiousness and cooperation of each and every staff member.

II. Staff Appointments

1. At-Will Employment

~~It is the policy of the Nancy L. McConathy Public Library District that all employment is on an ‘at-will’ basis which allows the employment to be terminated at any time by either the employee or the Library ‘at-will’ with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Nancy L. McConathy Public Library Board of Library Trustees.~~

Employment of full-time staff shall be on a contractual basis. These contracts will be for 3 years and reviewed annual as a part of the employee’s evaluation. Termination of the contract may occur by either party pursuant to the terms in the contract. Part time staff will not have contracts and shall be required to provide a 30 day notice should they choose to leave their



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position. The Library shall provide the same notice should the Director choose to terminate the employee unless cause is presented.

2. By Whom

- a. The Library Director shall be appointed by the Board of Trustees.
- b. All appointments of the staff shall be made by the Library Director.

3. Positions

a. Professional Staff

1. Shall include the Library Director, an assistant Librarian and others as needed
2. Shall have a minimum of a bachelor's degree from an accredited college or university, with some courses in Library Science or shall have at least five (5) years of library experience unless otherwise specified by the board.

b. Paraprofessional Staff

1. Shall include all Library Technical Assistants
2. All LTAs shall have at least two (2) years of college education and/or equivalent experience and may be designated as Librarian in Charge when necessary.

c. Non-Professional Staff

1. Shall include all clerks, typists, pages, maintenance workers and other persons.

d. Full-Time Positions

1. The Library Director shall work a minimum of 37.5 hours a week. All other full-time staff shall work a minimum of 32 a week.

e. Part-Time Positions

1. A part time position requires a staff member to work less than 36 hours per week.

f. Temporary Position

1. A temporary position requires a person to work a specified term as stated in the notice of appointment.

g. Librarian in Charge

1. At any time that the Library Director is absent from the Library premises during hours that the library is regularly open to the public, the Assistant Librarian will be designated as the Librarian in Charge. If the Assistant Librarian is not available, another qualified individual shall be designated.
2. The Librarian in Charge shall have the duties and the responsibilities of the Library Director for the duration.

4. Substitutions

- a. If, in the Library Director's opinion, any member of the staff becomes incapacitated or otherwise unable to perform his/her duties for any reason, the



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Library

Director may designate performance of his/her duties until a new member is appointed to the position.

5. Separation of Service

a. Resignations and Dismissals without prejudice

1. In the case of the Library Director, should the employee choose to terminate the agreement, at least ~~one (1) month~~ 45 days written notice shall be given to the Board of Trustees. Should the Library District choose to terminate the contract a written notice of 90 day shall be presented to the employee.
2. In the case of the paraprofessional staff, at least ~~one (1) month~~ 45 days written notice shall be given to the Library Director. Should the Library Director choose to terminate the contract a written notice of 90 day shall be presented to the employee.
3. In the case of all other staff members, at least ~~two weeks~~ 30 days written notice shall be given to the Library Director.

6. Dismissal for Cause (Rev. Sept. 2019)

- a. All employees of the library are employed at the will of the Library Director and or the Board.
- b. Any employee may be dismissed by the Library Director for unsatisfactory job performance or misconduct, including but not limited to failing to communicate, failure to adhere to policy/procedure changes. All dismissals of staff shall be presented to the Board at the next scheduled Board Meeting.
- c. Should any employee feel they were unfairly terminated they shall have the opportunity to meet with the Board to discuss their employment status. Once a decision is made by the Board, the decision will stand and the employee shall either remain terminated or return to their previous position with their previous salary.

7. Drug Free Work Policy (Rev. Jan. 2020)

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited at this workplace.

Legal use of doctor prescribed medication shall be allowed, with prior approval from the Library Director, if work duties are not affected. As laws changed regarding controlled substances the Library will adjust policies. Should the employee display signs of impairment, Supervisory staff will complete the Reasonable Suspicion Checklist to determine employee awareness status. If the employee is found to be impaired they shall be asked to leave their shift until they are able to properly attend to their duties.

Employees violating state laws concerning controlled substances will be prosecuted according to the law. Such employees will be immediately suspended without pay from their job pending trial. Employees found guilty will be dismissed.

8. Retirement

The automatic retirement age of all employees will be age 70 and any employee who attains such age shall retire at the end of the fiscal year in which such age is attained.



- h. Request for time off shall be submitted in writing to the Library Director, who shall approve and schedule such time off only if it does not interfere with the efficient running of the library.

8. Personnel Records

The Library Director shall keep and maintain personnel records in such form as the Board may require. Personnel files are confidential and available only to the Librarian and to the employee upon written request to the Librarian. Should a personnel problem arise, the files are available to the Chairperson of Personnel upon written request to the Librarian. The employee shall be notified of such a request. The file will be examined in the presence of the Librarian.

9. Vacations

- a. The Library Director shall be entitled to three (3) weeks of paid vacation (based on a 37.5 hour work week) after one year of continued service. After two years, a maximum of four (4) weeks of paid vacation is given. After ten years, a maximum of five (5) weeks of paid vacation is given. After 25 years, 6 (six) weeks of paid vacation is given.
- b. All other full-time staff members who have completed at least twelve (12) months of continuous service are entitled to a paid vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Vacation Time</u>
1 year but less than 5 years	2 work weeks
5 years but less than 10 years	3 work weeks
10 years but less than 15 years	4 work weeks
15 years to 24 years	5 work weeks
25 years or more	6 work weeks

- c. Vacation days are given for the coming year on January 1st. Vacation time can be used prior to accumulation with written consent and approval of the Library Director and Board approval. Should an employee be terminated, with cause, or decide to leave on their own, prior to earning used sick time they will be responsible to pay back all time used. If this should occur all funds must be returned prior to the employee receiving their final pay check. If funds have not been paid, the Library reserves the right to withhold any portion, up to and including the full amount of the check to cover the time used and shall seek legal action to recoup the remainder of funds used. Records or all vacation time used shall be maintained by the Library Director.
- d. Two weeks of an employee's vacation time may be held over to the next year for use.
- e. Vacation Time may be taken in 1 day increments.
- f. Vacations will be scheduled by the Librarian. Library needs must take precedence, but consideration will be given to the preference of individual staff members.