

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
January 11, 2020**

- 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 Peirce**
 - B. POLICY AND BYLAWS ---Catherine Boettcher**
 - C. PERSONNEL---Elizabeth Norcutt**
 - D. PUBLIC RELATIONS---Crystal Parker**

- 7. UNFINISHED BUSINESS**
 - A. Photography Policy**

- 8. NEW BUSINESS**
 - A. Meeting Room Policy**
 - B. Cannabis Policy**
 - C. Copier Proposal- revised**
 - D. Programming Liaison**
 - E. Continuing Education**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Special Agenda Minutes
Truth in Taxation Hearing
November 9, 2019**

The meeting was called to order at 9:00 a.m. by President Gary Holcomb

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier. Absent: Suzanne Downing and Merrionna Pierce
2. The Truth in Taxation Resolution was presented. No discussion was held.
3. Audience to the public was opened. No comments
4. A motion was made by Roger Strasemeier and seconded by Elizabeth to adjourn the meeting at 9:02. All ayes.

Respectfully submitted,
Catherine Boettcher
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
November 9, 2019

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

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier. Merrionna Pierce arrived 9:12 am
Absent: Suzanne Downing
2. Minutes: A motion was made by Crystal Parker and seconded by Gary Holcomb to approve the minutes of the Board Meeting held in October 2019. All ayes. Motion carried.
3. Correspondence: None
4. Legal Counsel: None.
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: October monthly Financial Report presented and attached.
 - B. Policy and Bylaws: A photography policy will be presented this meeting.
 - C. Personnel: Review of a staff member's raise will be presented this meeting.
 - D. Public Relations: None
7. Unfinished Business: In the September meeting, a staff member's raise was proposed for 1,000 dollars. The board set the raise at 500.00 dollars effective January 2020. I was asked to re present the raise at 1000.00 dollars. A motion was made by Catherine Boettcher and seconded by Crystal Parker to increase the raise to 1000.00 total to begin January 2020. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried
8. New Business:
 - A. Director Williams-Baig presented a new lighting proposal. The proposal would replace on lighting inside and outside of the library. The Board declined the proposal, no action was taken.
 - B. Director Williams-Baig presented a new HVAC proposal. The Library is currently still under contract with our current provider. The Board declined the proposal, no action was taken.
 - C. A resolution for Elevated Loss and Cost Factor for 2019 Levy was presented and reviewed. A motion was made by Roger Strasemeier and seconded by Crystal Parker to accept the resolution as written. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried
 - D. A photography policy was presented and reviewed. Several changes were suggested. A revised version will be submitted at a later date. No action was taken.
9. Audience to the Public: S. Seiner commented that she was not receiving as many books on hold as she used to. Director Williams stated that the types of books the library is purchasing has changed to include new authors and genres, but if there was a specific book or author she would like she could inform the staff and we would work on getting that book for her. A discussion was held on ways to display new books as well.
10. Adjournment: A motion was made by Crystal Parker and seconded by Catherine Boettcher to adjourn the meeting at 9:47 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Catherine Boettcher
Secretary

January 2020

LIBRARIAN'S REPORT

Happy New Year! We hope your holiday season was great. We have been busy wrapping up our Christmas event and our end of the year reports. We are looking into new ways we can organize and revitalize the Library in the upcoming year.

Our Christmas event had the most kids signed up yet! While our turn out for the event was not as expected, we are happy to say that most kids were able to receive their gift from Santa. All that were in attendance enjoyed the event and they look forward to next year!

We were informed by our auditors that we will need to file for an extension this year. Our current accounting firm was not as present as they should have been throughout the year nor did they inform the auditors they had completed their work in a timely manner, so the auditors got a last start. It is my hopes that we will have an audit for your review soon.

Before you today you will have a several items that I feel will either modernize us or help us in the future. Unless a special meeting is called, our next meeting will be February 15, 2020.

Sincerely,
Rosie Williams-Baig
Director

**FINANCIAL REPORT
FOR THE PERIOD ENDING
January 2020**

Dyer Bank and Trust

PAYROLL \$76,151.23

GENERAL FUND \$ 51,226.35

MONEY MARKET \$103,697.44

PETTY CASH \$1,290.00

SAVINGS \$3,547.58

Total: \$235,912.60

Loan

\$511,870.19

Meeting Room Policy

The McConathy Public Library strives to be of service to the community and residents around us. To help us better meet this goal, we have instituted the following policy regarding our meeting room. The Library Board of Trustees authorizes the Library Director or the Assistant Director to make the decision to accept or deny all applications submitted. All applications submitted must comply with all regulations in order to be accepted. Acceptance of the application does not imply endorsement, support, co-sponsorship or agreement with applicant or the views presented during the meeting.

Reservation preference of meeting room will be given to Library sponsored events. These will include events/meetings held by library partners.

Regulations:

The following events/meetings will not be permitted:

- For-profit, promotion, fundraising or recruitment events unless Library program related.
- Private social events such as birthday parties, baby/wedding showers, graduations family reunions etc.
- Gambling
- Religious worship
- Political meetings or rallies

The following must be adhered to:

- Application for the use of the Library facilities does not guarantee approval.
- Applications will be approved on a first-come, first-served basis. Confirmation or denial of applications for reservations will be made in writing.
- Cancellations must be in writing, and the Library should be notified as soon as possible. If cancellation is received more than 48 hours before the time of the room reservation the Library will provide a full refund of any fees. Cancellations less than 48 hours prior to the time of the room reservation will not receive a refund of any fees.
- Groups or individuals cancelling a reservation with no fee are asked to do so as soon as possible and at least 48 hours in advance so others may use the room. Frequent cancellations may result in the suspension of meeting room privileges.
- Room reservations cannot be transferred. Doing so may result in the suspension of meeting room privileges.
- Any individual or group that reserves a meeting space assumes full legal and financial responsibility for all related event activities in the Library.

- Meeting space users will be held responsible for any damage to the Library's building, grounds, or equipment due to negligence or misconduct.
- No physical changes are allowed in the Library meeting rooms except for rearrangement of furniture. The use of decorations, additional furniture and equipment (other than audio visual aids) requires prior approval.
- Flames and open heating elements are prohibited. Crock pots, coffee pots, and similar items with enclosed heating elements can be used with prior approval, and must be noted on the initial meeting room reservation.
- Library staff provide room setup, but are not available to assist with meetings or programs, to operate equipment, or to help arrange exhibits.
- Groups and individuals are provided 30 minutes prior to and 30 minutes after their reservation for set-up and take-down purposes.

REASONABLE SUSPICION CHECKLIST

Employee's Name _____

Date and Time _____

STEP 1: NOTIFY the Library Manager and Supervisor

STEP 2: Complete this interview/checklist with a witness (preferably management)

STEP 3: Determine if the employee may return to work, ensure safe transportation if instructed for a drug/alcohol test

STEP 4: Provide a copy of all documentation to HR Manager

EMPLOYEE INTERVIEW

Are you currently under the influence of alcohol or drugs? _____

When did you last drink alcohol? _____

When did you last use drugs? _____

What kind of drugs? _____

Are you currently taking any medication(s) that may affect your ability to work? _____

What medication(s) _____

What are the side effects? _____

If the previous answers are all no, ask "Can you help explain what might be going on today?"

Additional comments or observations of impairment:

1. Drug Free Work Policy

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.

CHECK ALL THAT APPLY

Suspicious physical attributes:

- Alcohol odor
- Marijuana odor
- Eyes red (bloodshot), glassy or watery
- Face flushed/Pale/Unusual color
- Blank or confused look on face
- Speech thick or slurred
- Eyes puffy/droopy
- Pupils very small/Very large
- Disheveled clothing and/or appearance

Suspicious behavioral attributes:

- Trouble following or understanding your instructions
- Disruptive behavior, to staff and/or customers
- Carelessness resulting an injury to himself/herself/others or serious damage to equipment or property?

Other observed behaviors:

- Sleepy/Lethargic
- Slow, including delayed reaction times
- Confused
- Anxious/Paranoid
- Argumentative/Agitated
- Moody, including any sudden mood changes
- Hostile/irritable
- Giddy/carefree
- Clumsy/uncoordinated
- Irrational
- Unsteady
- Fidgety
- Dizzy
- Attendance; unusual attendance issues, away from the work area for extended times or repeatedly tardy or absent

If attendance pattern(s) are unknown check below:

- Will follow up with employee's supervisor and comment below

Results/Instruction

- Employee may return to work today
- Employee may not return to work today, pending further investigation including a drug/alcohol test (*HR will contact employee regarding test results and work status*)
- Employee refused to go for a drug/alcohol test, []accepted []rejected a cab ride home

PIC/Supervisor's Signature

Witness Signature

Programming Liaison

The purpose of this position would be to solely work on programming. The goal is to diversify our type and times for programming.

The hours for this position would be Monday thru Thursday 11:30-7:00 and Friday 9:30-4:00 pm.

Salary for in house- remain the same, just hours increase

If outside- 10.25 hour

Warehouse Direct Copier Quote

From: Bob Nicolin (bobnicolin@warehousedirect.com)

To: mconathypubliclibrary@yahoo.com

Cc: stouchie@warehousedirect.com

Date: Friday, October 4, 2019, 05:58 PM CDT

Hi Rosie, as we discussed this morning, below please find a quote for a new Lanier/Ricoh Color Multi-Function machine, model IM C2500: Thanks Rosie, please give me a call if you have any questions.

Lanier/Ricoh IM C2500 Color MFP:

25 pages a minute color and 25 pages a minute black/white

100 Sheet Reversing Automatic Document Feeder

Auto Duplex

Two (2) 550 Sheet Paper Trays-adjustable to 11x17 paper

100 Sheet Bypass Tray

Network Color Printing

Network Color Scanning

Electronic Sorting

2GB Memory

250GB Hard Drive for faster processing of jobs

Copier Stand with storage area

Lanier IM C2500 Lease Price: 60 months: \$92.14 a month – Lease includes maintenance and supplies for the entire 60 month term, Copies will be billed monthly; Color copies are billed at .05 each copy/print, and black/white copies .008 each copy/print, well under a penny a copy for black/white.

Lanier IM C2500 Purchase Price: \$4,998.00 - Maintenance and Supply Contract: Copies will be billed monthly; Color copies are billed at .05 each copy/print, and black/white copies .008 each copy/print, well under a penny a copy for black/white.

Delivery, setup, training, included.

TAX is not included, if exempt a valid tax letter from the State of IL will be required.

Bob Nicolin – Network Services Manager/Specialist

Warehouse Direct Document Management Division

2001 S. Mt. Prospect Road

Des Plaines, IL 60018

847-631-0318; Cell: 224-523-3612



Lanier IM C2500 to 4500 Color MFP Brochure June 2019.pdf
7.5MB



Warehouse Direct Referrals.doc
24.5kB

Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.
Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbc.state.il.us/research/htmls/teacher_salary.htm)
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

Chapter 3 [Personnel]

PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

BIBLIOGRAPHY

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- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

WEBSITES

- American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/