

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
February 09, 2019
9:00 am**

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

- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Gary Holcomb**
 - B. POLICY AND BYLAWS ---Debra Williams**
 - C. PERSONNEL---Suzanne Downing**
 - D. PUBLIC RELATIONS---Debra Williams**

- 7. UNFINISHED BUSINESS**

None

- 8. NEW BUSINESS**
 - A. Electronic Sign Approval**
 - B. Security Camera Proposals Review and Approval**
 - C. Additional Security Measures**
 - D. Part Time Employee Benefits**
 - E. New Landscaping Company**
 - F. Warming Center**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

February 2019

LIBRARIAN'S REPORT

We have successfully made it out of the polar vortex and were lucky enough to not have any building issues! Many of the libraries in our system have had multiple pipes breaking, HVAC units crashing and entire collections lost. We are thankful that our building, collection and staff are all safe and sound.

We have begun the planning stages of our Easter Event. This year we will be having an Easter Egg hunt and have pictures with the Easter Bunny. We are in the planning and fundraising stages currently. We are hoping to raffle off 3 bikes for the event. All donations will be graciously accepted through April 6, 2019.

The electronic sign and security cameras are both back on the agenda for your approval. We have done additional research into benefits at the request of the board. After speaking with 11 libraries I have compiled a suggested benefit package that will work with our current practices as well as be commiserate with what other libraries are doing.

There are several other items for discussion today as well. Quotes have been provided for the additional costs.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

February 2019

Dyer Bank and Trust

PAYROLL \$73,572.87

GENERAL FUND \$ 22,076.35

MONEY MARKET \$115,397.36

PETTY CASH \$1,136.07

SAVINGS \$3,096.69

Total: \$215,279.34

Loan

\$551,000.00



3628 Union Ave. PH: 708-754-6366
 Steger, IL 60475 Fax: 708-754-6066

Estimate

allrightsign@comcast.net
 www.allrightsign.com

Date	Estimate #
11/8/2018	E 1774

Bill To / Address

Sauk Village Public Library
 21737 Jeffery Ave
 Sauk Village, IL 60411

P.O. No.

Project Address/ Ship To

Sauk Village Public Library
 21737 Jeffery Ave
 Sauk Village, IL 60411

Ref #	Rep	Terms	Completion Time Frame		
		50% Down- Balance on Completion	8-12 weeks		
Item	Description	Qty	Cost	Total	
18 Signage & ...	Supply (1) 2'1" x 6' single faced illuminated sign cabinet decorated to read "Sauk Village Public Library" with logo and 2'1" x 6' Monochrome Think Sign Message Centers. Artwork to be completed at a later date. The sign will communicate through a wireless package, capable of displaying 4 lines of 5.5" tall copy with 16 characters. Note the customer is responsible for supplying a computer with Windows 7 or better to operate the software, plus have sufficient 120 volt 10 amp service within 6' of the sign connection.		7,977.03	7,977.03	
02 Labor - Inst...	Labor to install (1) 2'1" x 6' single faced illuminated sign cabinet with electronic message center onto the building. Permits and Fees to be billed as additional if required by the Village.		1,520.00	1,520.00	

Our policy is payment in full upon completion; we retain a security interest in our product ("signage") until full payment has been received. In the event full payment or other acceptable arrangements have not been received for a fifteen-day period after installation, we reserve the right to repossess the product and to levy interest at a rate of 1-1/2% per month on any unpaid balance. Your signature on the quotation indicates a contract and acceptance of these terms. In the event collection efforts should become necessary, I agree to pay any and all collection cost, reasonable attorney fees and court cost.

Subtotal	\$9,497.03
Sales Tax (7.0%)	\$0.00
Total	\$9,497.03

Note: We will install and connect within 6' of existing electrical.
 All permits and fees will be billed as additional. Delivery time does not begin until permits have been recieved.

Signature

VST Security Solutions, LLC

32 Ridge Road - REAR
Munster, IN 46321

Proposal

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

Proposal Date: 12/12/2018
Proposal #: 2451

Bill To:

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Ship To

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
CBL-SMBK-RG59/18-2-5...	Siamese Cbl / RG59 /18AWG 2 Con 95% Copper/500Ft.	3	170.00	510.00T
HD-24CH-DR-4TB	24 CH HD-DVR / 4 TB HDD / USB	1	2,350.00	2,350.00T
HD-CAM-5MP-FD2.8	5MP Fixed IR Turret Dome / 3 Axis	16	195.00	3,120.00T
Labor	Technician Labor and Training	1	2,400.00	2,400.00
PS-12VDC-16P-10A	12VDC / 16CH / 10A / Power Box	1	110.00	110.00T
UPS-Surge	400VA / 255W / UPS / 6 Outlet	1	90.00	90.00T
WARRANTY-1YR	1 year warranty on all parts and labor installed by VST. See website for terms and conditions.	1	0.00	0.00
	Install a new Mega Plus 24 channel DVR and replace (16) existing cameras with new 5 Megapixel cameras for superior resolution. VST will install all new cabling and eliminate existing video baluns and any defective cables. Tax Exempt		0.00%	0.00

Terms:50% due at time of acceptance, balance due upon completion or delivery of equipment.

Total **\$8,580.00**

Signature: _____

Printed Name: _____ Date: _____

VST Security Solutions, LLC

32 Ridge Road - REAR
Munster, IN 46321

Proposal

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

Proposal Date: 12/12/2018
Proposal #: 2452

Bill To:

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Ship To

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
WARRANTY-ADD-2YR	2 year additional warrantry on all parts and labor. Tax Exempt	1	760.00 0.00%	760.00 0.00
Total				\$760.00

Signature: _____
Printed Name: _____ Date: _____

Part Time Employee Benefits

As multiple Board members have discussed changing current policy to provide benefits I have reached out to multiple libraries to know what they do as far as part time employees having any type of benefits. There were a total of 12 libraries that replied:

Sycamore Library
Morris Area Public Library
Lake Forest Library
Western District Library
Unnamed
Cary Area Public Library

East Moline
Brookfield
Franklin Park
Elk Grove Village
Steger
Johnsburg

I asked how they handled holiday, sick, vacation and weather related closures in regards to payment. Below are the responses.

Holiday: 4 - had no pay/ 4- had pay but did not specify amount or structure/ 2- provided 4 hours pay each holiday regardless if they were scheduled to work/ 1- gave 8 holidays per year plus the employees' birthday.

Weather: 4- had no pay/ 7- had pay. Neither Library specified if the payment was for hours scheduled to work or not.

Sick: 3- had no pay/ 3- had pay but did not specify amount or structure/ 1- 4 hours of sick pay earned a month/ 1- 15 hours of sick pay a year/ 1- 10 days of sick time per year/ 1- 12 days of sick time per year/ 1- employees earn 1 day of sick time every 2 months but they expire within 60 days.

Vacation: 1- had no pay/ 7- had pay but did not specify amount or structure/ 1- had 5 days per year/ 1- based on longevity- 0-5 years get 10 days per year, 5+ years get 15 days per year/ 1- 2-4 weeks based on longevity of employment... no other information offered.

My suggestion for our library is as follows:

Holiday pay: Employee to get paid for their regularly scheduled hours

Weather: Employee to get paid for their regularly scheduled hours

Sick: Employees will get 4 sick days per year, to be given at the beginning of each calendar year. Sick time must be used in that calendar year and may not roll over.

Vacation: Employees will get 4 vacation days per year, to be given at the beginning of each calendar year. vacation time must be used in that calendar year and may not roll over.

*All benefits will begin after 90 days of employment, pending review and evaluation of the director.