

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

Regular Meeting

June 13, 2020

9:00 am

**Meeting will occur in Person and via Free Conference Call
Call in number 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**
 - A. Alcohol Policy**
 - B. Employee Job Descriptions**
 - C. Continuing Education**
 - D. Budget FY 2020-2021 Review and changes**

- 8. NEW BUSINESS**
 - A. Opening to the Public**
 - B. COVID-19 in person Policy**
 - C. ILA Membership**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
May 10, 2020

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

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt (via phone), Crystal Parker (via phone), and Merrionna Pierce (via phone)
Absent: Catherine Boettcher, Suzanne Downing and Roger Strasemeier
2. Minutes: A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve the minutes of March 14, 2020. All ayes, motion carries.
A motion was made by Merrionna Pierce and Elizabeth Norcutt to approve the minutes of April 4, 2020. All ayes, motion carries.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: May monthly Financial Report presented and attached.
 - B. Policy and Bylaws: None
 - C. Personnel: None
 - D. Public Relations: None
7. Unfinished Business: None
8. New Business:
 - A. A review of the presented pay increases for certain staff occurred. A motion was made by Elizabeth Norcutt and seconded by Merrionna Peirce to increase the salary for employee A due to an increase in age. Roll Call Vote: Elizabeth Norcutt, aye; Gary Holcomb Crystal Parker, aye; and Merrionna Pierce. Four ayes and 0 nays. Motion carried. A motion was made by Elizabeth Norcutt and seconded by Merrionna Peirce to increase the salary for employee B. Roll Call Vote: Elizabeth Norcutt, aye; Gary Holcomb Crystal Parker, no; and Merrionna Pierce. Three ayes and 1 nays. Motion carried.
 - B. The proposed Budget for FY 2020-2021 was presented and reviewed. President Holcomb asked for the board to present all questions or changes they would like made to the Director prior to the June meeting so they can be discussed during that time. The draft budget will be available for review on June 26, 2020 with the budget hearing being held on July 11, 2020. No further action was taken.
 - C. Director Williams-Baig presented and reviewed to procedures to be used for curbside service beginning May 11th. No further action was taken.
9. Audience to the Public: None
10. Adjournment: A motion was made by Crystal Parker and seconded by Elizabeth Norcutt to adjourn the meeting at 9:43 A.M. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Gary Holcomb, President

June 2020

LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

We are a month in for Curbside Service and it has been going well. We have been able to provide material circulation, faxing, printing and copying services during this time and our patrons are very happy. Many have called to ask for computer services as well. As you will see further in the agenda, we are looking at ways to begin to open to the public.

For some good news in trying times, I have been accepted to Directors University for the 2020 year. This is a weeklong conference that occurs in Springfield to cover topics like budget, staffing and everyday workings of the Library. 50 directors are chosen a year and I was one of them! Equally exciting, I have been asked to be a member of the Illinois Library Association's Diversity Committee. Membership lasts 3 years. The purpose of this committee is to continue to promote diversity as a workplace as well as a safe place for the community. I am honored to be asked to be a part of these groups and I can't wait to share the information I receive with this Board, staff and the community.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

May 2020

Dyer Bank and Trust

PAYROLL \$93,736.50

GENERAL FUND \$ 12,480.75

MONEY MARKET \$103,762.14

PETTY CASH \$3,509.34

SAVINGS \$2,091.00

Total: \$241,043.69

Loan

\$495,371.84

I. Purpose

The Nancy L. McConathy Public Library seeks to make our Library cultural hubs of the community by providing timely programming and opportunities for lifelong learning. As such, and in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 *et seq.*), the Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be sold or served in the library or on our property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director. This policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library buildings and on Library property.

II. Rules

1. When alcoholic beverages are served

Serving of alcoholic beverages will be permitted only at library sponsored events only. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by the Library Director. Outside groups or individuals conducting a meeting or event at the library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

2. Where alcoholic beverages are served

Alcoholic beverages may be served at pre-approved events held within an enclosed or controlled space on library grounds provided there are means by which to:

- a. Prevent access to the general public during the event;
- b. Prohibit alcoholic beverages from being removed from the event space by attendees;
- c. Prevent the sale or distribution of alcoholic beverages to persons under the age of 21; and
- d. Prohibit attendees from bringing outside beverages to the event.

3. Who may serve alcoholic beverages

- a. Alcoholic beverages may be served at pre-approved events by volunteers that have been previously approved by the Library Director to do so.
- b. Alcoholic beverages may be served at pre-approved events by any library staff member or volunteer who is of legal age and designated by the Library Director to do so.

4. Approved event types

Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature. Alcohol will not be served at events where minors are expected or likely to be in attendance.

III. General Rules and Restrictions

- a. All rules and regulations in other library policies shall remain in effect during events at which alcoholic beverages are served. These rules and regulations include but are not limited to the Meeting Room Policy, Code of Conduct, and various personnel policies;
- b. Purposely deceiving library staff in order to unlawfully gain access to an event at which alcoholic beverages are served is a crime and will be reported to law enforcement officials.
- c. The Library reserves the right for its staff, contractors, and representatives to refuse the distribution of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption.
- d. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.
- e. In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event and/or the event itself.

IV. Waiver

This Policy is not all-inclusive. Possible approval of special situations not described in this Policy will be determined by the Library Director. Waiver of any terms or provisions of this Policy may be requested by written application submitted to the Library Director.

V. Compliance with Laws, Including State and Local Licensing Laws

If any provisions of this policy conflict with any provisions of the Illinois Liquor Control Act of 1934 [235 ILCS 5/1 *et seq.*], the provisions of the Act shall prevail. Compliance with all federal, state, and local laws, including obtaining any required state or local liquor license, is mandatory and expected.

Circulation Clerk

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with no supervisory responsibilities. This position reports to the Night/weekend supervisor and other senior staff as appropriate.

Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.

Educational/age requirements:

Employees must be 16 years old or older or have clearance to work from their high school. There is no education requirement.

All employees must have good verbal and written communication skills. Must be able to interact harmoniously with all patrons and staff.

Night/Weekend Supervisor

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Night/Weekend Supervisor/ Trainer

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Assist with training all new hires in all areas of circulation.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Programing Liaison

General Description:

Provide and plan activities for all segments of the population. Assist with circulation duties as needed. This is a full-time position that will require nights and weekends. This position reports to senior staff as appropriate.

Job Duties:

- Greet patrons with friendly customer service.
- Maintain the Library's presence in the community by attending events.
- Developing and implementing programming services.
- Preparing and budgeting for programing.
- Creating a monthly calendar of events.
- Assist with updating our social media and website.
- Must have a strong commitment for public services.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Lead Circulation Clerk

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to Assistant and Director and Director only.

Job Duties:

- Must be able to complete all circulation duties as needed.
- Must be able to assist in training off all new procedures.
- Handle patron concerns as needed.
- Maintain material catalog including entering new items.
- Must update and maintain the Library website.
- Must maintain viral outreach programs through surveys, newsletters, and social media.
- Updating electronic sign.
- Creating flyers for events and programming.
- Updating and maintaining the Google calendar for the website.
- Ongoing staff training with computer troubleshoot concerns.
- Creating procedural manuals for day to day operations for circulation and processing.
- Assisting in manual labor as needed.
- Maintain inventory for free book distribution.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Assistant Director

General Description:

This position oversees all positions and reports directly to the Director. This is a full-time position.

Job Duties:

- Greet patrons with friendly customer service.
- Assist with circulation when needed.
- Maintain equipment record and needs.
- Ordering supplies and equipment as needed.
- Resolving patron concerns as needed.
- Resolving employee concerns in the absence of the Director.
- Ensuring all reports are completed timely in the absence of the Director.
- Ensure all payroll is completed timely in the absence of the Director.
- Must have excellent oral and written communication skills.
- Oversee and maintain all coding entering of all accounting.
- Oversee planting and maintaining of the community garden.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.
- FOIA officer

Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must be able to interact harmoniously with all customers and staff.

Director

General Description:

This position oversees all positions and reports directly to the Board of Trustees. This is a full-time position.

Job Duties:

- Greet patrons with friendly customer service.
- Assist with circulation when needed.
- Maintain equipment records and needs.
- Ordering circulation materials.
- Ordering supplies and equipment in the absence of the Assistant Director.
- Oversee and maintain all coding entering of all accounting in the absence of the Assistant Director
- Resolving patron concerns as needed.
- Resolving employee concerns.
- Ensuring all reports are completed timely.
- Ensure all payroll is completed timely.
- Must have excellent oral and written communication skills.
- Maintain all employee records.
- Maintain all Library records.
- Ensure employees are properly trained
- Ensure all employees have access to continuing education.
- Reporting all concerns to the Board of Trustees.
- Responsible for maintaining a clean and hazard free environment inside and out.
- Completing all employee evaluations in a timely matter.
- Organizing and implementing quarterly staff meetings
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.
- FOIA officer

Educational/age requirements:

Employees must be 21 years old or older. This position requires a Bachelors degree.
All employees must be able to interact harmoniously with all customers and staff.

code

ITEM

	2019-2020	Budget 2018-2019
01-5000	106639.99	
01-5020	400	
01-5040	947.3	
01-5655 P	31159.22	\$ 116,500.00 MORE
01-5650 I	11681.09	\$ 300.00 MORE
mortgage total		\$ 500.00 MORE
01-5080	16897.66	\$ 65,000.00 MORE

01-5100	6795.04	\$ 10,000.00
01-5120	1524.4	\$ 15,000.00
01-5140	21163.12	\$ 2,100.00 less
01-5160	13176.97	\$ 5,000.00 less
01-5180	407.23	\$ 9,000.00 less
01-5200	4925.47	\$ 1,500.00 less
01-5220	14333.44	\$ 5,000.00 less
01-5240	48.98	\$ 32,575.00 less
01-5260	0	\$ 600.00 less
01-5280	327.47	\$ 250.00 less
		\$ 1,000.00

01-5300	1928.75	\$ 2,000.00
01-5320	935.2	\$ 1,000.00 MORE
01-5340	10036.25	\$ 5,000.00 MORE
01-5360	0	\$ 350.00
01-5380	0	\$ 250.00
01-5400	1815.98	\$ 15,000.00 less
01-5420	14071.15	\$ 11,500.00
01-5110	1709.55	\$ 3,750.00
		\$ 20,000.00 less
	260924.26	\$ 323,175.00

IMRF	\$ 10,000.00	\$ 11,500.00 less
FICA	\$ 8,500.00	\$ 8,000.00 MORE
UNEMPLOYMENT	\$ 250.00	\$ 250.00
WORKMANS COMP	\$ 425.00	\$ 425.00
LIABILITY	\$ 8,000.00	\$ 8,000.00
AUDIT	\$ 12,000.00	\$ 8,500.00 MORE
SUBTOTAL	\$ 39,175.00	\$ 40,175.00
TOTAL	\$ 400,525.00	\$363,350.00 less

Temporary Reopening Policy

The Nancy L. McConathy Public Library understands that the Library is vital part of the community and its services are necessary to many residents at this time. We want to continue to provide entertainment and research services to the community during the Pandemic. We understand that in order to do this we must remain consistent and up to date with medical and government rules and suggestions. In light of these recommendations, the following are practices we will be putting into place beginning July 6, 2020.

- All patrons are asked to refrain from entering the Library if they have experienced, coughing, high fever, digestive trouble or if they having knowingly been in contact with a sick person within the last 14 days.
- All patrons over the age of 2 (two) will be required to wear a face mask or covering to enter and for the duration of their stay. Patrons who do not have a face covering may purchase one from Library staff for 1 (one) dollar.
- Due to the size of the library and to promote social distancing there will be a limited number of people allowed to remain in the building. This number will be posted throughout the building and posted on the entrance. The number will be determined by the Governor's orders in effect at that time.
- Computers will be available to use. Only patrons who have checked out the computer will be allowed to enter the Computer room. Exceptions will be made for children 10 and under.
- Computer usage will be limited to 2 hours per visit. This time limit is an effort to ensure that all patrons are able to utilize this service while adhering to social distancing and person limits.
- Patrons will be encouraged to maintain a distance of 6 (six) feet apart from staff and other patrons at all times during their stay at the library. The Library will provide markings to inform patrons of distancing limits.