

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
October 13, 2018

President Debra Williams called the meeting to order at 9:07 A.M.

1. Roll Call: Present were: Arleta Bazile, Suzanne Downing, Gary Holcomb, Merrionna Pierce, and Debra Williams.  
Absent: Frank Host and Roger Strasemeier
2. Minutes: A motion was made by Arleta Bazile and seconded by Gary Holcomb to approve the minutes of the Board Meeting held on September 8, 2018 as presented. Two ayes and zero nays and two abstentions. Motion carried.
3. Correspondence: We received information regarding the resolution regarding amounts needed to be raised by taxation for 2018 as well as the tax extension reduction allocation.
4. Legal Counsel: We have the resolution described above to be filed with Cook and Will County.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: August monthly Financial Report presented and attached.
  - B. Policy and Bylaws: A review of the current policies and proposed changed will be discussed
  - C. Personnel: No report
  - D. Public Relations: No report
7. Unfinished Business:
  - A. A Proclamation regarding the naming of the Community Garden to the Nanette E. Wargo Community Garden.
8. New Business:
  - A. Resolution: A resolution regarding Tax Extension Allocation was reviewed and discussed. A motion was made by Gary Holcomb and seconded by Suzanne Downing to accept the resolution as written. Roll Call Vote: Arleta Bazile, aye; Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried.
    - B. Resolution: A resolution regarding the Amount Necessary to be raised in taxes for 2018 was reviewed and discussed. A motion was made by Arleta Bazile and seconded by Gary Holcomb to accept the resolution as written. Roll Call Vote: Arleta Bazile, aye; Suzanne Downing, aye; Gary Holcomb, aye; Merrionna Pierce, aye; and Debra Williams, aye. Five ayes and 0 nays. Motion carried
    - C. New Financial Reporting: A new system of reviewing all payables and disbursements was reviewed.
    - D. Retired Employee Vacation/Sick payout: A discussion was held regarding a retired employee's sick time payout. A motion was made by Arleta Bazile and seconded by Suzanne Downing to pay the employee's sick time at the end of the calendar year instead of the fiscal year. Five ayes and 0 nays, motion carried.
    - E. Proposed Salary Increases: Tabled
    - F. Policy Update and Review: Tabled
    - G. A motion was made by Arleta Bazile and seconded by Suzanne Downing to suspend the rules and amend the agenda to add an item. The motion to amend; five ayes and 0 nays, motion carried
    - H. A motion was made to direct the Library Director to contact the Attorney regarding the small amount of land that has been de-annexed from Sauk Village but remains in our library district.
  9. Audience to the Public: None
  10. Adjournment: A motion was made by Suzanne Downing and seconded by Arleta Bazile to adjourn the meeting at 10:17 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**Special Agenda Minutes**  
**Policy Review**  
**October 18, 2018**

The meeting was called to order at 6:01 p.m. by President Debra Williams.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Roger Strasemeier and Debra Williams. Absent: Arleta Bazile, Frank Host, and Merrionna Pierce
2. General and Staff Policies were reviewed. After completion, a motion was made to amend the agenda to add item 3, a motion to approve the general library policy with the corrections made, as well as to add item 4, a motion to approve the staff policy with the removal of Section 6 Part 2 pending further review. Debra Williams made the motion, Gary Holcomb seconded the motion; 4 ayes, 0 nays, motion carried.
3. A motion to approve the general library policy with the corrections suggested. Debra Williams made the motion, Gary Holcomb seconded the motion; 4 ayes, 0 nays, motion carried.
4. A motion to approve the staff policy with the removal of Section 6 Part 2 pending further review. The Board would like to review the corrected changes to section 6 part 2 at the November meeting for approval. Roger Strasemeier made the motion and Gary Holcomb seconded the motion; 4 ayes, 0 nays, motion carried.
5. Audience to the Public: None
6. Adjournment: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to adjourn the meeting at 8:16 p.m.

Respectfully submitted,  
Suzanne Downing  
Acting Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
November 10, 2018

President Debra Williams called the meeting to order at 9:10 A.M.

1. Roll Call: Present were: Gary Holcomb, Merrionna Pierce, Roger Strasemeier and Debra Williams.

Absent: Arleta Bazile, Suzanne Downing, Frank Host

Open to Public for Tax Levy Hearing: No one was present.

A motion was made by Gary Holcomb and seconded by Roger Strasemeier to return to the regular meeting. All ayes, motion carried.

2. Minutes: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the October minutes as presented.
3. Correspondence: None.
4. Legal Counsel: The Director informed the Board that the Village of Sauk Village has sold their parcel of land in Will County. This piece of land is under the Library's jurisdiction. The Director has reached out to the Attorney and the Will County Clerk for direction. Both entities stated that the sale of the property does not change the library jurisdictions, and that the Library has nothing further to do at this time.

The attorneys submitted the Tax Levy Ordinance and Truth in Taxation Resolution for review. The Library will be asking for a 10% loss coverage again this year.

5. Librarian's Report: As presented.

6. Committee Reports:

A. Budget and Finance: March monthly Financial Report presented and attached.

B. Policy and Bylaws: No report

C. Personnel: Multiple board members were interested in changing the current policy to provide benefits to the staff. A survey was presented regarding what other libraries offer their staff in terms of benefits. - see attached.

D. Public Relations: Trustee Williams presented that an employee has created and started circulating an electronic newsletter containing information regarding library programs and events.

7. Unfinished Business: None

8. New Business:

A. Salary ranges were reviewed for all staff per Board request. No action was taken at this time.

B. The Tax Levy Ordinance was again reviewed. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

C. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve tax resolution as written. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

D. A discussion was had the end of fiscal year 17-18 audit. The Library was found in compliance and now just needs to accept the audit so that it can be filed with the State. A motion was made by Roger Strasemeier and seconded by Debra Williams. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

E. A discussion was held regarding the desire to go to bid for the Library Accounting and Auditing firms. A motion was made to allow the Director so seek companies for accounting and auditing purposes. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

F. A discussion was held regarding the new general harassment policy. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to accept the policy as written. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

G. A discussion was regarding the staff education policy. The Director pointed out that the current policy has no requirement regarding remaining at the library after the education was paid for. It was determined the policy would now require staff to remain voluntarily employed at the library for a period of 5 years after the completion of library paid education. A motion was made by Gary Holcomb and Seconded by Debra Williams to accept the changes of this policy. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

H. A discussion was held regarding the computer censor policy. Trustee Strasemeier stated that a computer censoring policy could be seen as objectionable since the library does not censor other materials. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to table a computer censor policy. Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

I. A discussion was held regarding an increase in the Director's salary from 35,500.00 to 40,000 effective immediately. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve this increase. Roll Call Vote: Gary Holcomb, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Debra Williams, abstain. Three ayes, one abstain and 0 nays. Motion carried

J. A discussion was held regarding an increase in the Assistant Director's salary from 26,750 to 30,000 effective immediately. The current and future roles of the Assistant Director were discussed. A motion was made by Merrionna Pierce and seconded by Debra Williams to approve this increase. Roll Call Vote: Gary Holcomb, no; Merrionna Pierce, aye; and Roger Strasemeier, no; and Debra Williams, aye. Two ayes and two nays. Motion failed.

K. An amended motion to increase the Assistant Director's salary was entertained. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to increase the Assistant Director's Salary to 28,500 effective immediately with the promise to address the additionally requested increase of 1,500.00 to be discussed at the January meeting. Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried

L. A discussion was held regarding a patron wanting to address the Board regarding outstanding fines. The resident requesting an audience was not in attendance.

M. A discussion was held regarding the need for a new printer. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to table the purchase until the January meeting for further review. Roll Call vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

N. A discussion was held regarding a closing schedule for December. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the holiday schedule as presented. Roll Call vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

O. A discussion was held regarding a retired employee's sick time. The previously discussed number sick days agreed on by the Board and the past employee was deemed incorrect by IMRF according to the past employee. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to agree to the new amount of 69.5 sick days owed to the employee. Roll call vote: Gary Holcomb, aye; Merrionna Pierce, aye; Roger Strasemeier, aye; and Debra Williams, aye. Four ayes and 0 nays. Motion carried.

11. Audience to the Public: None

12. Adjournment: A motion was made by Merrionna Pierce and seconded by Roger Strasemeier to adjourn the meeting at 11:04 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce  
Secretary