

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
March 9, 2022
5:00 pm**

Meeting will occur in person

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Jacqueline McGee & Gary Holcomb**
 - B. POLICY AND BYLAWS --- Roger Strasemeier**
 - C. PERSONNEL--- Catherine Boettcher**
 - D. PUBLIC RELATIONS--- Mary Thompson**
 - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
 - A. Audit Review**
 - B. Mask Mandate Review**
- 8. NEW BUSINESS**
 - A. Job Description Changes**
 - B. Director Evaluation Review**
 - C. Contract Review and Changes**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

Minutes of the Regular Board Meeting
February 9, 2022

President Dianne Sapp called the meeting to order at 5:10 P.M.

A motion was made by Catherine Boettcher and seconded by Gary Holcomb to amend the agenda. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

A motion was made by Catherine Boettcher and seconded by Roger Strasemeier to add mask mandate to the agenda as item 8d. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

1. Roll Call: Present were: Catherine Boettcher, Carolyn Farmer, Gary Holcomb, Jacqueline McGee, Diane Sapp, Roger Strasemeier and Mary Thompson.

Absent: None

2. Minutes:

A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the minutes for December 8, 2021. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Three ayes and 0 nays. Motion carried.

A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the minutes for December 23, 2021. Roll Call Vote: Gary Holcomb, aye; Roger Strasemeier, aye and Mary Thompson, aye. Three ayes and 0 nays. Motion carried.

3. Correspondence: None

4. Legal Counsel: None

5. Librarian's Report: As presented.

6. Committee Reports:

A. Budget and Finance: As presented

B. Policy and Bylaws: None

C. Personnel: None

D. Public Relations: None

E. Friends: Serena Durr- Jones and Debbie Williams were present to report on the progress that has been made with the Friends of the Library.

7. Unfinished Business:

8. New Business:

A. A discussion was led by Director Williams-Baig regarding amending the emergency closure policy as it relates to weather closures. A motion was made by Gary Holcomb and seconded by Mary Thompson to pay staff for their scheduled hours should the library be forced to close for any emergencies including weather. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Six ayes and 0 nays. Motion carried.

B. Director Williams-Baig presented the current Bylaws for review. No changes or action taken at this time.

C. Director Williams-Baig presented a video to review sexual harassment in the workplace. [Youtube.com/watch?vzNkk7WWOGwDK](https://www.youtube.com/watch?vzNkk7WWOGwDK). No action taken at this time.

D. A discussion was begun by Director Rosie Williams-Balg regarding the Governor of Illinois lifting the indoor mask mandate as of February 28th 2022. It was decided that this topic would be better suited for a special meeting to be called at a later date.

9. Audience to the Public:

D. Williams thanked the Library for partnering with her and the Village to host the many COVID clinics that has occurred since the beginning of 2022. She also stated that the companies we partner with for the COVID clinics will require everyone to wear masks.

R. Strasemeier stated that it was his opinion that we should keep the masks required at the library because of the COVID clinics.

10. Adjournment: A motion was made by Gary Holcomb and seconded by Catherine Boettcher to adjourn the meeting at 6:09 p.m. Six ayes and zero nays. Motion carried.

Respectfully submitted,
Carolyn Farmer

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

February 24, 2022

The meeting was called to order at 5:07 p.m. by President Diane Sapp

1. Roll Call: Present were: Catherine Boettcher Carolyn Farmer, Gary Holcomb, Diane Sapp, Roger Strasemeier and Mary Thompson.- Absent Jacqueline McGee
2. The changed to the statewide mask mandate were reviewed. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to maintain the requirement for all staff and patrons to wear masks in the public areas of the Library. Roll call vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye;; Roger Strasemeier, aye; Mary Thompson, aye. 5 ayes, 0 nay, motion carried.
3. The Board President asked for audience participation. No audience participation occurred.
4. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to adjourn the meeting at 5:27 pm. Five ayes and zero nays. Motion carried.

Respectfully submitted,
Carolyn Farmer
Secretary

March 2022 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

Happy Woman's History Month and St. Patrick's Day!

The staff continues to work hard to highlight women who have made their mark on history and we encourage you to check out our upcoming exhibits, our current book displays and be on the lookout for our social media posts!

The Library has stopped the COVID clinics for now. We have noticed a significant drop in the number of people coming to get tested and vaccinated. We hope this trend is indicative of the numbers of positive cases decreasing as well.

Have you heard? The Library is now selling license plate stickers! The total cost is \$160.50. This fee covers the \$151.00 for the stickers, the maintenance fee for our broker, and a small fee for us.

Unless one is needed sooner, our next scheduled Board meeting will be Wednesday April, 13th at 5:00 pm.

Sincerely,
Rosie Williams-Baig
Director

**FINANCIAL REPORT
Dyer Bank and Trust**

March 2022

PAYROLL \$107,771.30
GENERAL FUND \$ 81,213.61
MONEY MARKET \$53,828.21
PETTY CASH \$1,153.03
SAVINGS \$565.95

Total: \$ 244,532.10

Loan

\$425,163.10

February 2022

PAYROLL \$64,498.37
GENERAL FUND \$ 41,416.97
MONEY MARKET \$53,820
PETTY CASH \$2,236.06
SAVINGS \$700.96

Total: \$ 162,672.36

Loan

\$431,328.94

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
- Grant Writing

Educational/age requirements:

Employees must be 21 years old or older. This position requires an associates degree at time of hire . ~~with the intention to obtain a bachelors degree within 5 years of employment. The time frame may be adjusted by the Board should there be a need to do so.~~

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
- Grant Writing

Educational/age requirements:

Employees must be 21 years old or older. This position requires a Bachelors degree upon hire. ~~with the intention to obtain a Masters in Library Science within 5 years of employment. The time may be adjusted by the Board should there be a need to do so.~~

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

Employee Evaluation Form

| I. EMPLOYEE INFORMATION | | |
|---|--|-----------------------|
| Employee Name <i>ROSIE L. WILLIAMS - BAIG</i> | Job Title <i>LIBRARY DIRECTOR</i> | |
| Supervisor/Reviewer <i>M.S. DIANE SAPP Brd. Presid.</i> | Review Period From: <i>1 1</i> To: <i>1 1</i> | |
| II. CORE VALUES AND OBJECTIVES | | |
| PERFORMANCE CATEGORY | RATING | COMMENTS AND EXAMPLES |
| Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable | |
| Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | |
| Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | |
| Communication Skills: <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | |
| Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | |
| Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | |
| Cooperation & Teamwork: <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i> | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | |

III. JOB-SPECIFIC PERFORMANCE CRITERIA

| PERFORMANCE CATEGORY | RATING | COMMENTS AND EXAMPLES |
|---|--|--|
| Knowledge of Position: Possesses required skills, knowledge, and abilities to competently perform the job | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | EXCELLENT - she exceeds all expectations of job knowledge. |
| Training & Development: Continually seeks ways to strengthen performance and regularly monitors new developments in field of work | <input checked="" type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable | CONTINUES TO TRAIN AND DEVELOPE HER STAFF. |

IV. PERFORMANCE GOALS

Set objectives and outline steps to improve in problem areas or further employee development.
 TO EXPAND THE SIZE OF THE LIBRARY - TO CREATE A CHILDREN'S AREA AND CREATE A CHILDRENS COMPUTER ROOM. ~~FOR~~ FURTHER DEVELOPMENT OF THE DIRECTOR IS NOT REQUIRED AT THIS TIME. DIRECTOR WILLIAMS - BAIR CAN ONLY GET STRONGER - AND CONTINUE TO DEVELOPE HER STAFF.

V. OVERALL RATING

| <input checked="" type="checkbox"/> EXCEEDS EXPECTATIONS | <input type="checkbox"/> MEETS EXPECTATIONS | <input type="checkbox"/> NEEDS IMPROVEMENT | <input type="checkbox"/> UNACCEPTABLE |
|--|---|---|---|
| Employee consistently performs at a high level that exceeds expectations | Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations | Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance | Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated |

Comment on the employee's overall performance.
 DIRECTOR WILLIAMS - BAIR, HAS SHOWN THAT SHE IS WELL SUITED FOR HER POSITION. SHE IS VERY KNOWLEDGABLE OF HER POSITION - AND I WILL RECOMMEND THAT SHE RECEIVES A PAY INCREASE.

VI. EMPLOYEE COMMENTS (OPTIONAL)

Thank you for the opportunity to speak with the board members regarding my performance. I am very happy to continue working towards our mutual goal of making the library relevant and functional.

VII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor and I have received a copy of this evaluation.

Employee Signature: *Kesee & Suzanne Bair*

Date: 2/25/22

Reviewer Signature: *Sherry Sapp*

Date: 2/25/22

Assistant Director

III. Employment Period. To maintain continuity of leadership for the Library, the Employee is hereby hired and retained from March 13, 2021 to March 12, 2026. Employee's performance shall be evaluated prior to each yearly anniversary of this Agreement as explained in Section V, below.

V. Pay. As compensation for the services provided, the Employee shall be paid the amount of ~~\$35,568.00~~ \$40,000.00 annually ("Compensation"). The Compensation is a gross amount that is subject to all local, State, Federal, and any other taxes and deductions as prescribed by law. Payment shall be made to the Employee bi-weekly. This salary amount shall be increased annually on January 30th of the contract year. The amount increased shall be based upon a satisfactory employee evaluation and the financial health of the library. Staff evaluations shall occur in November of the year proceeding contract renewal. Staff shall be informed of their intended salary increase by December 31st of the preceding contract year. Such satisfactory employee evaluation shall not be unreasonably withheld. ~~Upon completion of a Bachelor's Degree, Employee's Compensation shall immediately subject to an increase in base line salary by \$5,000.00.~~

Director

III. Employment Period. To maintain continuity of leadership for the Library, the Employee is hereby hired and retained from March 13, 2021 to March 12, 2026. Employee's performance shall be evaluated prior to each yearly anniversary of this Agreement as explained in Section V, below.

V. Pay. As compensation for the services provided, the Employee shall be paid the amount of ~~\$43,340.00~~ \$50,000.00 annually ("Compensation"). The Compensation is a gross amount that is subject to all local, State, Federal, and any other taxes and deductions as prescribed by law. Payment shall be made to the Employee bi-weekly. This salary amount shall be increased annually on January 30th of the contract year. The amount increased shall be based upon a satisfactory employee evaluation and the financial health of the library. Staff evaluations shall occur in November of the year proceeding contract renewal. Staff shall be informed of their intended salary increase by December 31st of the preceding contract year. Such satisfactory employee evaluation shall not be unreasonably withheld. ~~Upon completion of a Masters Degree, Employee's Compensation shall immediately subject to an increase in base line salary by \$5,000.00.~~