

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

**Regular Meeting
August 12, 2020
1:00 pm**

**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**

- 8. NEW BUSINESS**
 - A. Policy Change for Benefits**
 - B. Change of Library Hours**
 - C. Staff Hours**
 - D. Policy for Sick Leave due to COVID**
 - E. Review of Meeting times**
 - F. Possible Phase 3 Return**
 - G. New Accounting System Check Signatures**
 - H. Direct Deposit**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
July 15, 2020

President Gary Holcomb called the meeting to order at 12:05 pm.

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker (via phone), Merrionna Pierce.
Absent: Suzanne Downing and Roger Strasemeier

A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to appoint Merrionna Pierce as Secretary Pro-Tem

2. Minutes: A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve the minutes of June 13, 2020. Four ayes, motion carries.
3. Correspondence: Director Williams-Baig reviewed the 3 FOIAs received since last meeting, progress with the Friends of the Library and the Library Stabilization Fund Act presented to Congress on July 2, 2020.
4. Legal Counsel: Director Williams-Baig stated that the Financial Calendar was received.
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: July 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 discussion was held regarding allowing staff take part in life and short-term disability insurance programs through Liberty National Life Insurance Company. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to approve. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

B. Staff hours and payment were discussed. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to remove the COVID base payment for all hourly staff and have all hourly staff only receive payment for the hours that they work starting with the Payroll beginning August 2, 2020. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

C. Director Williams-Baig presented the annual Meeting Ordinance for review and approval. A discussion regarding meeting dates and time occurred. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to change meeting dates and times to the second Wednesday of the month at 11 am. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

D. Director Williams-Baig presented the Tentative Budget Ordinance for review and approval. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

E. Director Williams-Baig presented the Levy Resolution for review and approval. A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to approve. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

F. Director Williams-Baig presented multiple revenue sources she was looking into for the Library including but not limited to: hunting/fishing licenses, passports, and license plate stickers. Director Williams-Baig will bring more to the Board when more information is available.

G. President Holcomb presented the need for a Staff and Board workshop. It was stated that he felt it was important for Board members to be more visible in the Library and to know ore about what the staff does and who they are. He also stated that it was important for the staff to know how the Board was as well. Plans to get together for this type of meeting with begin with the knowledge that safety will be a priority due to the current pandemic

9. Audience to the Public: None

10. Adjournment: A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to adjourn the meeting at 1:27 P.M. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Merrionna Pierce, Secretary Pro-Tem

August 2020

LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

The business of the Library is finally transitioning to a semi normal. Our foot traffic has been steadily increasing and our circulation numbers have been increasing as well.

Staff have reached out to the regular bunco players to see if there was a desire to resume in person bunco again. While there were some people who expressed concern, most attendees stated that they would like to return to monthly Bunco nights. Staff explained that the Library's focus is to keep all in attendance as safe as possible. To do this, each person shall have their own dice (this will be provided by the Library), we will not be changing tables and the Library will not be providing food during the program. There will be a 30 minute break time in the middle for anyone who would like to eat food they have brought.

Attached you will find the programs scheduled for the Month of August. The Programming Liaison and I have reached out to all interested parties for the Friends of Library. There is a meeting planned for the week of August 10. At the time of this report the actual date and time have not been determined.

Before you today will be proposals for Library hour changes as well as staff hour changes. As with most industries, we have been affected by the COVID-19 pandemic. This has resulted in delayed and decreased tax payments, less monthly revenue and less need for services. We hope that these will all be over soon, and we will return to normal both financially and capacity wise. Until then, however, the above listed proposals should be considered.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT
Dyer Bank and Trust

August 2020

PAYROLL \$76,895.66
GENERAL FUND \$ 31,053.03
MONEY MARKET \$103,769.08
PETTY CASH \$3,467.83
SAVINGS \$2,760.43

Total: \$217,946.03

Loan

\$485,372.94

July 2020

PAYROLL \$54,139.16
GENERAL FUND \$ 21,420.02
MONEY MARKET \$103,767.32
PETTY CASH \$3,509.34
SAVINGS \$2,525.54

Total: \$ 185,361.38

Loan

\$488,714.97

I. Benefits and Economic Security

1. Insurance

Life insurance is available for full time employees only. Individual benefits are paid for by the Library. All staff can get other benefits from vendors that contract with the library. Staff will responsible for payment through payroll deductions.
(REV AUG 2020)

Proposed Hours Change

	Staff hours	Library Hours
Monday	9:30 am - 5:00 pm	10:00 am - 4:30 pm
Tuesday	9:30 am - 7:00 pm	10:00 am - 6:30 pm
Wednesday	9:30 am - 7:00 pm	10:00 am - 6:30 pm
Thursday	9:30 am - 5:00 pm	10:00 am - 4:30 pm
Friday	9:30 am - 4:00 pm	10:00 am - 3:30 pm
Saturday	9:30 am - 2:30 pm	10:00 am - 2:00 pm

Temporary COVID-19 Sick Leave Policy

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

ORDINANCE NO. 2020-1

An ordinance calling the Regular Meetings of the Nancy L. McConathy Public Library District Board of Trustees

Whereas, the Board of Trustees of the Nancy L. McConathy Public Library District is required pursuant to Section 4-10.0 of the Illinois Public Library District Act (75 ICLS 15/4-10.1) and Section 2.03 of the Illinois Open Meetings Act (5 ILCS 120/2.03) at the beginning of each calendar or fiscal year, and state the regular dates, times and places of such meetings, by posting a copy of the notice at the principle office of the Library District:

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT AS FOLLOWS:

Section 1: The regular meetings of the Board of Trustees of the Nancy L. McConathy Public Library District shall be held on the Second Wednesday of the month at 1:00 pm in the Nancy L. McConathy Library District Building located at 21737 Jeffery Avenue Sauk Village, Illinois.

Section 2: The dates for such regular meetings for the 2020-2021 fiscal year shall be as follows:

July	15, 2020	February	10, 2021
August	12, 2020	March	10, 2021
September	9, 2020	April	14, 2021
October	14, 2020	May	12, 2021
November	11, 2020	June	9, 2021
January	13, 2021	July	14, 2021

Section 3: Public notice of the schedule of regular meetings of the Board of the Trustees of the Nancy L. McConathy Public Library District shall be given by posting a copy of a Legal Notice, substantially in the form of Exhibit A attached hereto, at the principal office of the Library District, immediately upon adoption.

Section 4: The ordinance shall be full force and effect forth with upon its adoption.

Adopted this 15th day of July of 2020 by the following vote:

Ayes: Catherine Boettcher, Elizabeth Norcutt, Crystal Parker and Merrionna Peirce

Nays: 0

Absent: Suzanne Downing and Roger Strasemeier

President

Secretary Pro-Tem

1. Time and Method of Salary Payment

- a. The Library Director shall keep and maintain such records as the Board may from time to time require which indicate hours worked and deductions taken.
- b. All staff will be paid on a biweekly schedule. Method of payment shall either be a paper check or direct deposit. All employees must complete the declaration form. It is the employee's responsibility to keep the Library Director updated of any bank information or a decision to change the type of payment delivery. (REV AUG 2020)**
- c. A staff member, due to special circumstances may request, in writing, advance payment of salary due provided such request is made 5 working days in advance.

McConathy Public Library District

Payment Agreement Form

Name: _____ Date: _____

I would like to be paid by: Paper Check (sign form)
 Direct Deposit (complete & sign form)

Authorization Agreement

I hereby authorize McConathy Public Library District to initiate automatic deposits to my account at the financial institution named below. I also authorize McConathy Public Library District to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold McConathy Public Library District responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until McConathy Public Library District receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to McConathy Public Library District.

Account(s) Information

Name of Financial Institution: _____ Checking Savings
Routing Number: _____ Account Number: _____

Name of Financial Institution: _____ Checking Savings
Routing Number: _____ Account Number: _____

Name of Financial Institution: _____ Checking Savings
Routing Number: _____ Account Number: _____

Please DOUBLE and TRIPLE check your bank account numbers.

Bobby Bankrate 123 Bankrate Boulevard New York, NY 10001 555-555-5555	Date: _____	1111
Pay to the order of: _____	\$ _____	
_____dollars		
Generic Bank and Trust		
Memo _____		
:123456789	:10987654321	:1111
ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER

Signature: _____ Date: _____

Received by: _____ Date: _____