

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
March 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**
 - A. April Meeting Discussion**

- 8. NEW BUSINESS**
 - A. Liberty National Insurance**
 - B. Electronic Sign Update**
 - C. Part Time Employee Personal Days**
 - D. Crete Property Update**
 - E. Library Board Member Update**
 - F. Financial Update**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

March 2019

LIBRARIAN'S REPORT

We continue to plan for our Easter Event. We are working with Walmart to secure funding for 3 bikes or other items. We have received many donations of candy and we are thankful for those. We are hoping to raffle off 3 bikes for the event. All donations will be graciously accepted through April 6, 2019.

The electronic sign process is ongoing and the camera installation is underway. We are currently waiting to hear back from several electricians regarding quotes for a dedicated electrical line for the sign. We were informed that this is needed and without one our warranty would be void. The cameras and wiring is being installed as I type and we are looking forward to the new and better working system. They did change the location of a few of the cameras and much of the wiring to better suit our needs and to better hide the cables.

As the months continue to move forward Colleen and I continue to fine tune all of the day to day workings of the library. We will be attending an IMRF workshop later this month so that she is familiar with the deductions and paperwork process while I am gone. She and Devonte have really picked up the slack and are prepared to take over whenever the time may come. I have decided to officially take leave as of March 30, 2019 if I am not forced to do so sooner.

As this is my last meeting before transfer of the new Board I would like to thank the current Board for your confidence and support during my first few months and would like to wish the future Board good luck with their first meeting in May. During that meeting all members, new and old will be sworn in and oaths will be signed. This was not a previous practice and since we have been FOIA'd for the copies of the oaths we felt this is the appropriate time to do this. Note: this will not change your current status or length of term. Also during the May meeting, you may want to begin to consider offices for the Board. I have provided roles and responsibilities for each office before and we can provide them again should you be interested in volunteering for an office. I would like to have the appointment process completed during our June Meeting.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT

March 2019

Dyer Bank and Trust

PAYROLL \$99,351.87

GENERAL FUND \$ 20,438.51

MONEY MARKET \$115,464.64

PETTY CASH \$961.07

SAVINGS \$2,349.57

Total: \$238,565.66

Loan

\$542,803.13

Proposed Personal Days for Part-Time Employees

HD/AP salary 8.25 per hour

HD/MH/AP/JS 5 days per pay period

VD/MH/JS salary 10.25 per hour

VD 8 days per pay period

Mon-Thurs Schedules

Number of hours worked on a typical week day are placed in parenthesis. Employee schedules may vary.

Employee	0 days	1 day	2 days	3 days	4 days
HD (future) (3)	\$0.00	\$24.75	\$49.50	\$74.25	\$99.00
VD (4.5)	\$0.00	\$46.13	\$92.26	\$138.29	\$184.52
MH (5)	\$0.00	\$51.25	\$102.50	\$153.75	\$205.00
AP (3)	\$0.00	\$24.75	\$49.50	\$74.25	\$99.00
JS (4)	\$0.00	\$41.00	\$82.00	\$123.00	\$164.00
Totals	\$0.00	\$187.88	\$375.76	\$563.64	\$751.52

Fri and Sat Schedules

Number of hours worked by all employees are 6.5 hours on these days.

Employee	0 days	1 day	2 days	3 days	4 days
HD (future)	\$0.00	\$53.63	\$107.26	\$160.89	\$214.52
VD	\$0.00	\$66.63	\$133.26	\$199.89	\$266.52
MH	\$0.00	\$66.63	\$133.26	\$199.89	\$266.52
AP	\$0.00	\$53.63	\$107.26	\$160.89	\$214.52
JS	\$0.00	\$66.63	\$133.26	\$199.89	\$266.52
Totals	\$0.00	\$307.15	\$614.30	\$921.45	\$1,228.60

Should Part-Time employees have 4 personal days per calendar year, and all chose to use this day on a Saturday, the greatest potential financial impact will be \$1,228.60. Keep in mind, this total does not include the need to pay other employees to cover the shift to maintain proper staff ratios during business hours.

Inclement Weather/Emergency Closing Missed Hours Form

Employee Name: _____

Date of Library Closure: _____ # of Hours Missed _____

I understand that by checking this box I decline to make up my missing hours, thus I will not get paid for these hours.

I understand that by checking this box I have 90 days to speak with the Director to make up the hours that I missed due to an emergency Library closing.

Date of hour completion: _____

Employee Signature: _____

Director Signature: _____

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