

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, May 13, 2019

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Houston, Mr. Laureys, Mrs. Morris*, Mrs. Muller, Mr. Pankey, and Mrs. Sorensen. Trustees absent: none. Staff present: Tom Kern (Library Director); Elizabeth Greenup (Assistant Library Director). Visitor(s) present: Mr. Dean Krone

Mr. Pankey presided. The meeting took place in Lincoln Room.

PRESENT: Coolidge, Houston, Laureys, Muller, Pankey, Sorensen
ABSENT: Morris*

AUDIENCE TO VISITORS

Mr. Dean Krone introduced himself.

EXECUTIVE SESSION

Mr. Laureys made a motion seconded by Mrs. Sorensen that the Board go into Executive Session for the discussion of the Lakemoor TIF Lawsuit.

OMA Exemption: 5 ILCS 120/2(c)(11) Topic to be considered: litigation.

Voice vote. All in favor. Motion carried.

EXECUTIVE SESSION (7:05 p.m. – 8:29 p.m.)

Mrs. Houston made a motion seconded by Mrs. Muller that the Board come out of Executive Session.

Voice vote. All in favor. Motion carried.

The meeting reconvened to Open Session.

***Mrs. Morris called in at 8:33 p.m. from remote location and asked to join the meeting.**

Mr. Laureys made a motion seconded by Mrs. Sorensen to allow Mrs. Morris to join the meeting by remote telephone, citing employment purposes (5 ILCS 120/7-a-ii) as her reason for attending remotely by telephone. Voice vote. All in favor. Motion carried.

ACTION: MINUTES OF THE REGULAR MEETING OF April 8, 2019

Mrs. Houston made a motion seconded by Mrs. Sorensen to approve the minutes of the April 8, 2019 meeting, as corrected. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND BILLS

The current financial and budget reports were discussed. Mr. Laureys asked about the increase in interest income. Mr. Kern indicated that the budgeted amount was based on interest earned last year, and

interest rates have been higher this year. The library also earned more interest because of the construction loan.

Mrs. Muller made a motion seconded by Mr. Laureys to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Houston, Morris, Laureys, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

LIBRARY USAGE REPORT

Library usage statistics were discussed. Mr. Laureys asked what statistics are important to review. Mr. Kern indicated patron count, circulation and program statistics are all important to look at for different reasons. Mrs. Coolidge asked about the difference between total patrons and borrowers. Mr. Kern explained that “Borrower” refers to a single individual and is counted only once per month, regardless of the number of items he or she checks out. Patron Count includes multiple visits to the library by as single person, so this number will be much higher.

LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mr. Kern reported that the new railings have hit a production delay. Featherstone is in contact with the manufacturer and pushing for installation to be finished by the end of June.

Mr. Kern reported that all of the landscaping for the front entrance project is in. He noted that there had been a change order that included a large amount of additional sod, as well as some additional landscaping labor and materials required when planting some of the large trees.

Mr. Kern reported that he received a roof inspection proposal right before the board meeting and did not have time to look it over. Mr. Kern will review the proposals and will make a recommendation at the next board meeting.

Mr. Kern reported that he is still waiting on parking lot repair proposals and will make a recommendation next month. The parking lot will not be repaired until after the railings are installed.

Mr. Kern reported that he will seek approval for the auditor’s annual engagement letter in the amount of \$12,200, which is a bit higher than usual due to the front entrance project.

Mrs. Coolidge asked about the bird waste on the new pavers. Maintenance will work on keeping it clean, and this should not be an issue going forward with the new metal railings.

SUGGESTION BOX

Suggestions were discussed briefly. One suggestion asked the library to close early on July 3 due to the fireworks celebration across the street. Safety and parking issues were discussed. The board will make a decision at the June meeting.

NEW BUSINESS

Personnel & Salary Committee

The Personnel & Salary Committee met on Wednesday, May 1 at 7:30 p.m. Mrs. Coolidge, Mrs. Morris, Mrs. Muller and Mr. Pankey (ex officio member), Mr. Kern, Mrs. Greenup and Mrs. Cerqua were present. Mr. Kern's recommendations with respect to personnel and wages in the coming fiscal year were discussed.

Mrs. Morris presented the recommendations: 3% performance based annual raise for all staff; \$.50 wage adjustment for all hourly staff to address the state of law the minimum wage going to \$15.00 by 2025; Mr. Kern's annual increase of 2.2%. Discussion followed.

Action Item: Personnel & Salary FY2019/2020 wage and budget increase

Mrs. Coolidge made a motion seconded by Mr. Laureys to increase the FY2019/2020 Payroll Budget to \$1,605,000.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: none

Motion carried.

Mrs. Houston made a motion seconded by Mrs. Muller to set the average merit increase for staff for FY2019/2020 at three percent.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: none

Motion carried.

Mrs. Sorensen made a motion seconded by Mrs. Muller to give all staff (except Director and managers) a \$0.50 increase effective July 1, 2019 as a first step towards increasing Minimum Wage to \$15/hour by 2025.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: none

Motion carried.

A 2.2 percent cost-of-living increase to the library director's annual salary was discussed briefly. Mr. Kern noted that the proposed salary increase had been posted in compliance with PA-97-0609.

Mr. Laureys made a motion seconded by Mrs. Houston that the Library Director's annual salary be increased by 2.2 percent to \$156,990.13, effective as of his employment anniversary.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

Action Item: Resolution No. 19-02, A Resolution for Addition to By-Laws: Remote Participation at Meetings

The board requested a resolution to allow for remote participation by board members. Mr. Kern drafted a resolution and in his research discovered that a quorum is met by those physically in attendance at the meeting. A change was also made to say advance notice without a given timeframe.

Mrs. Morris made a motion seconded by Mr. Laureys to approve Resolution No. 19-02, a Resolution for Addition to By-Laws: Remote Participation at Meetings, as amended to include the modified phrase as discussed.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

Action Item: Resolution No. 19-03, Addition to Personnel Policy: Break Time for Nursing Mothers

A board member requested a resolution to include specific language in the library's Personnel Policy to give breaks for nursing mothers. Mr. Kern wrote the resolution using verbiage from the library's Human Resources attorney and 820 ILCS 260/Nursing Mothers in the Workplace Act. It was clarified that the library is required by law to follow this for up to one year following the child's birth.

Mrs. Coolidge made a motion seconded by Mrs. Houston to approve Resolution No. 19-03, a Resolution for Addition to Personnel Policy: Break Time for Nursing Mothers.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

Action Item: Resolution No. 19-04, Adopt Library-Owned Cell Phone Policy

The new policy addresses the Illinois law, 820 ILCS 115/9.5 (Reimbursement of Employee Expenses) that employees can seek reimbursement within 30 days for using their personal cell phones for business purposes. The library now provides cell phones through a government contract for employee use. This policy and form governs the use of the phones by employees. Mr. Kern originally had the policy and form in one document. They have now been separated in two documents, so that there is no incomplete information in the policy itself.

Mrs. Muller made a motion seconded by Mr. Laureys to approve Resolution No. 19-04, a Resolution for Adopt Library-Owned Cell Phone Policy.

Roll call vote

YES: Coolidge, Houston, Laureys, Morris, Muller, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

Mrs. Morris made a recommendation for discussion of the Emergency Action Plan and Disaster Plan for one person to make corrections and the corrected version would be presented to the board at the next meeting for approval. Edits are to be made no later than by May 31, 2019.

Mr. Laureys made a recommendation for succession planning that a committee be formed to start going through options for hiring a new director. It was determined that the committee would be formed at the June board meeting when new officers are elected and new committees established.

COMMUNICATIONS

Mr. Kern thanked Mrs. Muller for her service the library over the past four years as Library Trustee and before that as an active member of the Friends of the Library.

ADJOURNMENT

Mrs. Morris made a motion seconded by Mrs. Sorensen that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at about 9:48 p.m.

Approved June 10, 2019

President

Secretary