**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY**

**MEETING MINUTES – May 21, 2019**

**Roll Call**: (present)

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| **Trustee** | **Present** | **Trustee** | **Present** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Boluis** | **Yes** | **West** | **No** |
| **Kupiecki** | **Yes** | **Wilson** | **Yes** |
| **Martinez** | **Yes** | **Director: Yes** | |

1. **Pledge of Allegiance**
2. **Call to Order** – The meeting was called to order at 5:00 p.m. by Board President Ann Nieuwenhuis.
3. **Additions/Corrections of Agenda**
   1. President Nieuwenhuis asked Director Hayes about Action Items in Directors Report needing to be addressed (they are not listed as Action Items on the Agenda. Director Hayes doesn’t believe there is anything. Nieuwenhuis asks if there is anything we have to do with that funding grant, we do not have to accept it? Director Hayes states no; Nieuwenhuis states it is money. Hayes said we do not have anything yet, it’s a funding commitment decision; it’s just telling us that they are approving it. Nieuwenhuis states okay, but we do not have to accept it; we accept it when it comes? Trustee Behnke states we never turn down money. Director Hayes states this is just information.
   2. Doors – an update on what we have done will be explained.
   3. Trustee Wilson reminded everyone update their April 16, 2019 Board Meeting minutes: For the Board Meeting Minutes of April 16, 2019 meeting, you were given a corrected page for page 14 (note: the changes were noted and made during the DRAFT review): A CORRECTED COPY IS ON FILE)
      * 1. $538.00 for 2017 (not $38.00 typo)
        2. No change
        3. $144.83 for 2019 (first seven pay periods at $20.69) (not 124.14) – Corrected by Trustee Behnke
   4. President Nieuwenhuis asked about adding the Budget Proposal do you want a discussion on that. Director Hayes states it is under New Business (C). President Nieuwenhuis did not have the same copy as the others so it was not listed on her copy.
4. **Public Comments:** Kathy Crow: She “disagree and disapprove of your expenditure of using our library money to pay a person to be your secretary

when you have a secretary. Your positions are nonpaid positions and I don’t feel it is wise use of our library money to pay someone to do a job they are appointed to do.”

1. **Approval of Minutes**

Consent Agenda:

* + - 1. April 16, 2019 Minutes
      2. May 2, 2019 Special Minutes
      3. April 2019 Financial Reports
      4. Library Director’s Report

**Motion was made by Trustee Behnke (2nd by Trustee Kupiecki) to accept the items under the Consent Agenda. All in Favor: Aye / motion carries.**

1. Unfinished Business
   1. Director’s Evaluation – Director Hayes signed her Performance Evaluation, May 21, 2019.

Board President Nieuwenhuis:

* + - 1. Suggestions of what we would like Director Hayes to do for a 30-60-90 days for Director’s Action Plan. This involves meeting individually with Board members so she can learn more specifically what each person had and then be able to bring in June an Action Plan. This is what the Board had used last year as we are following the same format.
      2. It was also noticed that a couple of Policies that had been violated and since that was the first time we heard about it, it is a written record of a verbal warning.

Director Hayes:

1. Before I sign the additional papers that I gave you, the very last one is a response to that evaluation. (Board reads the responses).

President Nieuwenhuis states specific issues or questions in meeting with individual Board members, we didn’t put any kind of format together for that because I think that would be up to each individual Board member to be able to talk to you. Nieuwenhuis didn’t want to put something in a system that would prohibit or promote the ideas that it is a chance for you to have a conversation with each Board member. Trustee Bolhuis states for those of us who are new, getting to know you a little bit better and you getting to know us a little bit better on how we can support each other. I think it was my idea. Trustee Wilson agrees with that statement.

President Nieuwenhuis states the thought between now and June meeting that Director Hayes would have a chance to interact and hear what different people have to say and come back to the Board with suggestions on what it might be in helping to develop it. Director Hayes second question who on the Board will help develop it and establish it; Nieuwenhuis states the Board would like to work with you. It is not one or two people, and the Board would like to make this a regular item on our Agenda that we work together. Trustee Martinez: So we are planning on actually working together to establishing and create this Action Plan before she agrees to actually implementing the Action Plan. President Nieuwenhuis: we are looking for her to sign saying that she is going to work on this. But what the Action Plan will be is something the whole Board, along with Helena, would create it and that we would all agree on it. Trustee Martinez is just concerned that since it is a stipulation in what she has to sign there – almost seems to me that she would have to agree to having to participate in an Action Plan that might not actually be there. So, agreeing to everything on that letter. President Nieuwenhuis states it is not saying that she is agreeing to everything on there. It states that she is agreeing to be able to work on an Action Plan – it does say specifically in there that she may not agree with everything on that but what she agrees with is that she is going to be working with the Board on how to be able to improve certain areas of performance. Trustee Martinez: Which I understand – it is in itself a reprimand for a lot of conditions that supposedly have been like two years ago 2017/2018. President Nieuwenhuis: The comments that are on her evaluation are the ones that the Board put together. I didn’t even do it because I have not enough experience to be able to do it – are things that people saw in 2018. Trustee Martinez: Yes, but this is 2019. President Nieuwenhuis: That is what we saw now we are trying to come up with an Action Plan to be able to put things together for 2019 and that is what Helena would be agreeing to do with the Board is to create an Action Plan. Trustee Bolhuis addresses Martinez: Marcus in my job we do a plan at work so we have to do what we are going to do for the entire year. In my mind that’s how that 30-60-90 day thing “Hey how ya doing/how can we support you. Trustee Martinez: Don’t get me wrong, I do agree that having some sort of Action Plan is good for really anybody – it helps/allows them to focus on what they have been doing/performing and see what they can do to get better. But, when some of these comments you mentioned were from 2017-2018, it kind of paints a bad picture of what she has to sign. It’s almost saying that I’m having to do this based off things that happened a couple of years ago. It should have been taken care of back then and it’s not this current Boards responsibility to really have any type of punishment whatsoever going to her for something that should have been taken care of a long time ago. Nieuwenhuis: Are you referring to the graph? Trustee Kupiecki: Or to the 2017 – that’s reference to comments employees – not Helena’s evaluation – that were held back from the year before that were quoted in the 2018 thing. Nieuwenhuis: She was told not to – my understanding is the Board told her not to be able to give them and she had gone ahead and given them. And I think right here Helena understood, if what I’m reading here, that she understood she could give out employee evaluations. I believe what the Board was saying you could conduct them, but it is a Board responsibility, that you Helena, to have brought their evaluations back to the Board for us to Approve them. It’s just a miss interpretation, it’s my understanding. Directory Hayes: If I was told by this Board at the November meeting to conduct the reviews of my staff and I conducted the review of my Staff then why am I being punished for it. Nieuwenhuis: maybe there is a communication problem with the Board, I’m not the one who brought it up so I can’t necessarily be the one who can explain it to you. But, there were things that people brought up that they would like to be able to have it worked out. So obviously there is some communication problem between the Board and with you of what duties you should do and what things the Board expects you to do before you do them. That’s how I read it. Trustee Martinez: is it possible to have an Action Plan without some type of reprimand? Because I don’t care how you look at it, it is a reprimand and something like that will and can affect her career. Nieuwenhuis: Where are you looking that it is a reprimand? Martinez: Basically you are talking about like performance reviews, that whole situation. We know that was a situation from the past and should have been taken care of in the past, but it really has nothing to do with right now. Trustee Kupiecki: It was the 2018 which was last December. So that was what the evaluation was on. Trustee Martinez: But what I’m saying is I know you are saying this was all part of that review last year, but if those comments of the situation with Helena giving out performance review that was back in 2017 – you can’t have that on a current performance review – it actually affects what she has to do as a result of that. President Nieuwenhuis: Marcus, everybody on the Board and took their comments and put them on, it’s trying to get some background information of what is there. Trustee Martinez: I also realize from a just a mathematical average she was doing absolutely fine in her job – just above satisfactorily level. President Nieuwenhuis: We are not saying the work wasn’t good, we are saying we want to be able work on what it is that we are doing to improve performance. I think for you perhaps it is different in education where Veronica and I come from and I think they have done it at Pharmacia and Kellogg – we all had Action Plans. So for us for the Board, we didn’t think of it as being reprimand – this is to improve and move a person forward. President Nieuwenhuis: I appreciate your comments, but I’m not getting the sense that the rest of the Board is sensing that asking for her to be able to do an Action Plan. Trustee Bolhuis: The Action Plan is goals. Trustees Wilson/Behnke state they called them “Goals”. President Nieuwenhuis: We can change the wording to Goals. Trustee Martinez: It’s definitely the wording and like the comments that are added like I mentioned there was a situation that happened two years ago and that had nothing to do with this Board. It didn’t even need to be in what she is signing. Because if it’s in there it actually makes it seem like that is a reason why she is having this Action Plan and it shouldn’t be. President Nieuwenhuis: So Marcus, are you talking about what’s in the evaluation? Is that where you are pulling that from? Trustee Kupiecki: It’s in her response is where he is getting it from. Trustee Behnke: My recollection is when Helena was to give a performance evaluation to the staff she was to give us the information prior to her giving it to the staff and I think that is one of the things that didn’t happen. We thought you went ahead and did it and it was done before the information was given to the Board. I think that was one of the things that was in that one form. And that was my recollection of what was supposed to have done. And the staff job evaluations were to have been done in last November for that year and this has all been lagging behind because of different things that have come up. That’s why we are just now getting around to some of this stuff. And to Helena’s it should have been given at the end of last year’s as well. President Nieuwenhuis: I’m going back to this – Policy was approved April 19, 2016 states that the Director shall perform yearly evaluations. The evaluations are to be completed by November and reviewed with the Board prior to discussion with the employees. All it is saying here is that you did not bring the 2018 staff evaluations to the Board for their review prior to distribution. Helen is saying she thought she had already been given permission to that. So obviously, right there, there is a communication problem between the Board and the Director. It’s not saying that one person did right and someone else did it wrong. We obviously need to work on the communication. If you go back to her 2017 evaluation, there were 20 plus stipulations put on – no one of those have been removed. Trustee Martinez: But those should have been taken care of back in at least 2018. Nieuwenhuis: We found out about them in 2018 when we were putting this together. So what we were doing, is being able to say that none of this has been taken off – she is not even supposed to be spending over a $100.00 except for books. I didn’t know that any of those Directives had been given to her until I saw the personnel file. Martinez: I gave you in your packet – it showed you from what had been done the year before and everything. Kupiecki: it’s this packet. Nieuwenhuis: No, when I came to his house, I gave him a packet. Martinez: Oh, that packet. Nieuwenhuis: and I went through everything in there and said we were trying to follow exactly what had been done before. It is not being reprimanding or anything like that. It is saying here are the policies that we have, we need to follow the policies and how can we do the things to the best that we can. Martinez: I mean isn’t something like that a just sitting down and communicating with them. Isn’t that in itself good enough. Nieuwenhuis: Because we are seeing – this is a repetitive – there was a piece that I gave you that showed that there has been questions about policy and following them. Some were in 2016 and some 2017 and 2018. The Attorney when he got this looked at it – we wrote it here: I have read and understand of the above policy violation and the Board Directive Infractions as outlined in the Memo. My signature does not necessarily indicate that I agree, but I do agree to abide by the Library Board Policies and the 2018 Directives as indicated in this memo. Director Hayes: I don’t know what you are reading but I certainly haven’t seen that. Nieuwenhuis: I gave that to you. Kupiecki: The signature one? Nieuwenhuis: I have you the one with the signature on it. Kupiecki: to sign it? Nieuwenhuis: yes. Wilson: I think you wanted to have someone look it over? Behnke: The one dated March 28th? Hayes: I was given three documents – you took one of them back – so I have two documents. Tell me again what you were reading, something from the Attorney? Nieuwenhuis: I worked with the Attorney on the written record of the 2016 HR Policy violation and your 2018 performance objective infractions. Hayes: I’m assuming that is the one that you gave me and then took away because I have not seen that. Nieuwenhuis: Yes, I did take that one back. Martinez: Is it possible for you to distribute some of your communications to the Board so that we are savoy too. Nieuwenhuis: I indicated with you when we were doing this that if we were going to put this together – the thing that you have is the library Boards. Martinez: I know you indicated what not but I have a lot on my plate with a little one and sometimes it is easier for me to have a hard copy something that I can actually reference. Nieuwenhuis: I sent this to the Attorney – the Attorney sent it back. Martinez: I’m just saying your communications with the Attorney can I have access to those and can that be something that you may distribute to us. Wilson: Copy us on it? Nieuwenhuis: yes, I can. Martinez: Thank you, I appreciate that.

Nieuwenhuis: So, the one I gave Helena, is a review of your past three years. So, that’s the one we are talking about here. So, it’s asking her to do a 30-60-90 day interval and to be able to begin the process with meeting with Board members individually. Taking their insight and creating a 30-60-90 day Action Plan and then presenting that to the Board which we were not able to do at this meeting because it has taken longer. So it will have to be at the June one. It states: I agree with this request to develop and participate in a 30-60-90 Action Plan. Martinez: Now what would happen if she doesn’t sign that – would we have to re-word this letter that she is about to sign. Nieuwenhuis: I have sent this to the Attorney and the Attorney has indicated that it is something she needs to sign and if she doesn’t sign it we would need to go into closed session because it would be privilege information – confidentiality – we would have to go into the Board room.

Nieuwenhuis asks Helena if she is going to sign it. Wilson: I think we need to change the name from Action Plan to Goals. Behnke: Yes, Goals instead. Martinez: Forgive me if I’m wrong, but this sounded like this was a written warning. Nieuwenhuis: There is a thing in here that is a written warning – a written record of a verbal warning. Martinez: But this could reflect on her career. Behnke: No, what it does it is stating that this is a written record of a verbal warning in regards to violation HR Policy #20. These are some of the policies in the past that have been violated. We want to make sure that this doesn’t happen again. Bolhuis: Any time you give somebody a verbal warning you always document it – that’s a Human Resources thing – you document any time you have a conversation. Nieuwenhuis: It’s the first step in saying we have some policies that we have here that are not being followed. If you don’t like the Action Plan name then we can call it something different, but we do need something that is going to be signed from Helena stating that she is willing to be able to participate in this. Whenever you do an evaluation, you sign it – so if you want to different terms that’s fine. What I’ve been through is Action Plans. Martinez: As long as this Action Plan isn’t a negative reflection on her performance. Kupiecki: An Action Plan is a positive. Bolhuis: It should be these are the things I would like to see happen and these are the goals I have for myself. Nieuwenhuis: The person who takes the lead in doing the evaluation according to our Board Policy is the Board President. So, in looking at this I felt there was some other things that would be helpful to her – there are two things brand new out Librarians/Directors need to do: 1) being able to learn more from a financial standpoint that’s why I said the Accountant in there and I have a copy to be able to give to Helena all the different things that need to be looked at and determined differently on how Libraries have been run and 2) being able to look with some of the other Director’s and being able to establish I think it is great that she is going back to the meetings at Paw Paw. They have been helpful haven’t they? Being able to have some discussion with other people? (Hayes states yes). And it’s gotten you out of the Library to have some professional dialogue. You have gone maybe two-three times, right? Hayes: I’ve gone to a training and I’ve gone to a Director’s meeting. Nieuwenhuis: I think that’s great! Hayes: What you don’t appear to realize though, is we as a Library as a community, Mentor each other. If we have questions, we ask, if we have problems – we go to each other and we resolve those problems. So that is where my question is coming in what’s the role of the Mentors? Do they need to meet with me on a regular basis? I don’t know. I mean I’ve talked to a couple of people and said my Board is doing this and they are like okay, we’re equals but I can maybe be a mentor, but what does it involve? I don’t know. Because there is no set plan – nothing there. You want me to mentor with the Account and with two other Library Director’s. But I don’t know what you mean by that. Nieuwenhuis: In the past, if you have questions that come up – if you have set people that you know that you can go to – specifically, that people that have different skill sets – so you know you are able to go with that person. Go have coffee with them – talk about things where you are at – where you want to go with the Library. When you were having more of the staff problems it would have been nice if you had somebody you could call and talk to. Those are the kinds of things – it’s an informal networking system for you. It’s not just waiting until you go to a meeting once a month. Hayes: I don’t wait until I go to a meeting once a month. I communicate with people on a regular basis. Behnke: And they are your Mentors. Hayes: Yes. Behnke: So they are your Mentors so you do have. Hayes: Yes, I do. But I don’t understand in the document that you created it says I need to have two other Library Director’s as Mentors. What does that mean and how is that different from what I’m already doing? Behnke: Put it down – you fulfilled that goal. Martinez: Why should that be a stipulation that is mandated when it is something she already does. See what I’m saying? Behnke: She checks the box, it’s in her favor – this is good. Martinez: According to this Action Plan – the mentor she talking about it’s almost like that’s making her have to have these communications with these other people when it’s something she already does. By mandating it, you are bringing two other Library Director’s into this and it’s affecting their lives and their schedules. Behnke: You are putting way too much into this. This is part of her job – people who she associates with – people who she learns from people she teaches as well. Martinez: It should not be mandated. Nieuwenhuis: There are a lot of things Marcus in here that Libraries are changing, etc. whether or not she is having those conversations that is not something she has not shared, I don’t know anyone else on the Board that knew she was doing it. It’s to her benefit. Behnke: When it benefits her, it benefits us, the Library. Bolhuis: So and so is doing this really cool thing so I think we should do it or they got some really cool books. Nieuwenhuis: The other thing is this is a really new Board – most of us on here, except for Shirley and Linda have experience in what we are doing – the rest of us we don’t know. So the things that Helena knows she needs to be sharing with the rest of the Board. So the only place that I knew that she had was being able to go to the Co-op and she hasn’t been going to the meetings because she didn’t feel she could leave the Library. So being that she has gone and she’s done a training – it’s been over a year since she’s done a training. Those are important things. Hayes: What do you mean it’s been over a year since I’ve done a training? Nieuwenhuis: I don’t have any records of anything where you have done any training. So those could be things – it’s just having more conversation with the Board. Hayes: did you actually, look through any of the Director’s Reports? Or the Minutes from the last year – year and a half? I went to Fred Pryor things. Nieuwenhuis: But those were specifically mandated on things that they wanted you to do. It was just trying to be able to help you. Hayes: Ok. But I’m asking questions because obviously…. Nieuwenhuis: That’s great! Bolhuis: Helena when you asked that question about what’s the criteria, I think it’s more of a check in. Hayes: So what I’m hearing as you go around the table talking about this, some of the communication problems aren’t just between the Board and the Director – it seems to me that the communication problems are also in the Board. Because you are saying you think it’s this – you’re saying you think it’s something – you’re telling Marcus he is reading it wrong. You obviously are thinking of something one way – he’s thinking of something else – Linda is thinking something in the middle – you’re thinking this. Nobody knows because it doesn’t sound like there was much communication before it was presented. Nieuwenhuis: Well, we don’t have any committees. I can’t meet with every single person because that would have been in violation. So the piece is trying to be able to write something so that we can move forward and you already had an Action Plan last year. That process had already been put into place. All I was doing was following the exact same process, because there is nothing written down on how we do her evaluation other than the President would take the lead. Martinez: because policy making is what we do – we need to do that before we go through any of these steps here. Nieuwenhuis: In order to move forward, there has to be something that says she agrees to be able to work with us on an Action Plan. Martinez: So why is that a stipulation for moving forward, why can’t we just be like hey do better – this is where we think you need some improvements – we appreciate everything that you have been doing – let’s move forward. Why do we have to go through an Action Plan? Kupiecki: I think this is where we think you can do better. Behnke: And that’s how you get there. Martinez: I’m saying why does it have to be something that she has to sign… Kupiecki: That’s what an evaluation is. Martinez: Why does that have to be part of the same document she is signing as the written verbal warning. Kupiecki/Nieuwenhuis: It’s a different thing. Wilson: The Board did not approve the verbal warning. Nieuwenhuis: No, right. And I brought it here to be able to do so. Wilson: Right now we need to talk about the Action Plan, not the verbal warning letter. Martinez: As long as the written verbal warning is something separate from the Action Plan. Nieuwenhuis: It is. They are two different documents. When I gave you the packet, I explained that this was something that was going to come up in the Board meeting. But, what had been given to her is the Action Plan. So, Helena – there isn’t a system – I don’t know what an Action Plan would look for you – you can’t design something for somebody else because you need to be able to design it. You need to meet with each one of these Board members and find out we are thinking. This Board does need to learn how to communicate and once we have some committees like a personnel committee – they would have been able to do this, but we don’t have a personnel committee. So the only person to do it was me and I took a lot of time looking at everything – all the way back to when you started. I have read documents - I’ve looked at it - I know what some of your strengths are I can see some areas that would help with some improvement. Just as I am the new President, you should be able to help me as well. And you have new Board members – we are all in here learning to do this. Hayes: I have already signed this document, I’m not sure that these questions have been answered the way that I would have liked them answered, but I will sign the Action Plan. Behnke: do you want to call it Goals? Wilson: I like Goals better. Nieuwenhuis: Well, change it on the thing so it says Goals.

Nieuwenhuis: The 2nd thing is if you don’t want to do the written record of a verbal warning at least stuff has been written here. But one of the things this Board has got to do is to go back to all those Directives that were given in 2017 and figure out which ones need to be dismissed. Because we have not done that. Bolhuis: You mean which ones have been done? Or no longer an issue or what? Nieuwenhuis: there is like 21 Directives. There is no record any place that any of those have been addressed, finished/dismissed nothing. That’s what I’m going on what had been done previously. So we need to sit down – whoever wants to do that and be able to go through – she’s not even supposed to be having staff meetings without a Board member there. These were stipulations that were put in place. Hayes: Those stipulations were put in place with the previous employees, none of those employees are here anymore. Kupiecki: Sue is. Hayes: Sue is. Nieuwenhuis: But what I’m saying is we have to go back through and then Board can decide yes, we don’t need to have this; no, we don’t need to do this; yes, we want to have this. But that is what the Board needs to do. Hayes: Okay. Could you make a list that that goes on the June meeting that we take a look at to figure those out. And if you don’t want her to have a written record of a verbal warning for these other ones, we can put that off if you want. I was just trying to finish up the evaluation. Hayes: What do you want me to call that? Nieuwenhuis: The Directive from the 2017 Performance Requirements Objectives. Wilson: I’m sure most of them are done. Nieuwenhuis: I’m just saying we need to clean it up. Nieuwenhuis: What do you want to do about the written record? Do you want it just to be verbally – she can take a look at it and not be a written record – which way do you want it to be? Usually, you do a written record for a verbal warning. Behnke: Just leave it – Let her go through that. Nieuwenhuis: Read through it and if you have any questions, cross out written record at the top. Hayes: I’m not crossing out anything. Nieuwenhuis: I’ll make another copy for you. Hayes: I don’t mind if you cross it off and initial it. Wilson: You shouldn’t, she should cross it off.

Nieuwenhuis: Your evaluation is signed. Hayes: Yes. Nieuwenhuis: Are we going to have her sign the Action Plan. Hayes: It’s signed. I would like copies of those signed, please.

Behnke: Salary Increase – Kupiecki: We talked about July budget. Behnke: Yes so I want to get that in the budget because we did discuss it and we are looking at a 3% last month that we brought it up. Nieuwenhuis: I thought we were going to wait six months. Behnke: No, she hasn’t had a salary increase in two years. Nieuwenhuis: We haven’t done any salary increases for any of the others. Behnke: that’s the other thing we wanted to bring up as well. Nieuwenhuis: So the piece would be as until we see the budget and know that we have the money in there to be able to do it. Behnke: There won’t be a problem. Nieuwenhuis: But we are looking at doing pay increases for the staff. Behnke: So are you saying we wait until the June meeting. Nieuwenhuis: Yes. Bolhuis: I think we were going to look at the Budget. Nieuwenhuis: That’s why we didn’t approve it. Behnke: Right, but I want Helena to know that I am looking at a 3% and then you had suggestions for your staff. And I thought those were very reasonable and if you want to share that or not. That way it would reflect it in the minutes as well.

* 1. By-Laws

Changes/Updates: See the DRAFT V5 (included in this packet) for all highlighted updates.

1 Establishment. The Galesburg/Charleston Memorial District Library was formed by a District Library Agreement (“Agreement”) between the City of Galesburg and Charleston Township….

1.5 Dissolution. The Library may be dissolved and assets of the Galesburg/Charleston Memorial District Library distributed in accordance with the Agreement.

3.1 Compensation. Library Board Trustees shall serve without compensation. Trustee expenses for approved and/or required training may be considered or reimbursement.

3.2 The governing library board shall consist of seven (7) Trustees. The Participating Municipalities each appoint three (3) members to the Board of trustees. The appointment of the seventh member rotates between the Participating Municipalities as described more fully in the Agreement. All Trustees shall take the oath of office before commencing their terms. The Oath is to be taken within 14 days of each Trustee’s appointment and administered by the appropriate participating Municipality’s Clerk.

According to the Attorney, all Trustee must take an Oath and all of this Board must take an Oath once we approve these By-Laws we have 14 days to be able to get it done. City of Galesburg Board Members must go to the Galesburg City Clerk / Charleston Township Board Members must go to the Charleston Township Clerk.

3.5 Conflict of Interest and Commitment (attorney said statement must state financially).

3.6 Execution of Contracts. The Board of Trustees may in any instance designate one or more Trustees to execute….

3.9 Board Trustees shall be expected to attend all meetings unless prevented by valid reason. Board Trustees who have three (3) unexcused, consecutive absences, or a total of six (6) absences per calendar year, maybe be asked to resign.

4.1 Abide by these bylaws and all Library policy including, but not limited to, the Library’s conflict of interest statement, code of ethics, and confidentiality requirements.

5.1 The officers of the Board shall consist of a President, a Secretary, and a Treasurer. The Library Board may hire a staff member to take and compile meeting minutes for the Secretary and with board pre-approval prepared other documents as needed for Officers and/or other Board committee assignments.

5.3 board Officers can be removed by a two-thirds vote of the board at a regularly scheduled meeting.

5.4a The President shall: a. Prepare meeting agendas in coordination with the Library Director and/or the Library Director’s **designee**.

5.4b Preside at all Library Board meetings ensuring adherence to the agenda and that the Library Board moves toward action on the issues; authorize calls for special meetings, and execute all documents authorized.

5.4m In the event of the absence or disability of the president or of a vacancy in that office, the Treasurer shall assume and perform the duties and functions of this office until a new President can be elected.

6.1 Meetings

Regular Meetings. The regular meetings of the Board of Trustees to consider library matters shall be held each month, with the date, time and location to be set by the Library Board at the January meeting. The Library Board may designate other meeting locations from time to time.

6.2 Quorum. No official business shall be conducted without a quorum of the Board being present at the meeting. For all meetings, both regular and special, majority of members appointed and serving of the Board of trustees shall constitute a quorum for the transaction of business.

Article VII – Committees

7.1 Budget/Finance/Audit

7.2 Personnel/Policy

7.3 Facility Committees

7.4 Nominating Committees

7.5 Ad hoc Committees, as needed

9.2 Insurance. There should be Liability Insurance for the Board (should be 9.1) – Helena to check to see if already in place.

A Motion was made by Trustee Behnke (2nd by Kupiecki) to adopt and approve the By-Laws as corrected with these revisions. The new By-Laws will be Revision 7.

|  |  |  |  |
| --- | --- | --- | --- |
| **Trustee** | **Yes/No** | **Trustee** | **Yes/No** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Boluis** | **Yes** | **Wilson** | **Yes** |
| **Kupiecki** | **Yes** |  |  |
| **Martinez** | **Yes** | **Motion Passes** | |

* 1. Director’s Office Space – Leave for Facilities Committee.

1. **New Business**
   1. Disposal of Library Furniture (blue chairs) – **A Motion was made by Trustee Bolhuis (2nd by Martinez) to dispose of the blue chairs. Helena bought two used leather chairs.**

**All those in favor say Aye – All in favor.**

* 1. 3rd Quarter Budget Adjustments – See handout in Board Packet. **A Motion was made by Trustee Behnke (2nd by Nieuwenhuis) to approve the 3rd Quarter Budget Adjustments.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Trustee** | **Yes/No** | **Trustee** | **Yes/No** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Bolhuis** | **Yes** | **Wilson** | **Yes** |
| **Kupiecki** | **Yes** |  |  |
| **Martinez** | **Yes** | **Motion Passes** | |

* 1. Preliminary (Proposed Budget) – See full packet for completed details. Obviously, the income with the taxes is going to be increased because the mileage that will be levied in December of 2019 is 1.3. Helena needs President Nieuwenhuis and Trustee Wilson to sign document). State Aid – I’m never sure whether state Aid is two checks of 3800 or one check of 3800 so that was why I dropped that down. The cash over and short was something that we added (Dan and Helena) because there were weird things – he was putting them in some place that was weird and so we needed to do that.

Payroll - as Linda said I would like to increase the wages of the staff – I either meant to or thought I did a proposal but I apparently I didn’t. I would like for basically Linda and Jeremy’s positions go up to $12.00 an hour; the cataloging position to go up to a base rate of 13.00 and hour the clerk position to stay at $10.00. They are currently all at $10.00 – except for Sue who is at $11.50 so her salary would actually be $13.50.

Conferences and training: we are hoping to do more of that which is why that went up. Mileage, Food and Hotel is tied to that.

Supplies – pretty standard.

Postage – same thing.

Building Repair and Maintenance – was bumped up because there are things we want to do.

Ground Maintenance / Miscellaneous –

Upped the adult book budget – children’s is about the same. Young adult is about the same – periodicals is about the same – audio books are the same – video/electronic media – hoopla makes that number go up.

Programming numbers - summer reading up and youth programming up.

$5000 in computers and equipment – money needed for the fiber build.

Behnke: Children’s – decreased by 1500 but increased the adult by 2,000. So I figured you were heavy on children’s side and were going to put more in to the adults this year. Building and Maintenance – we have to build in those doors. Is that going to go in there we are looking at Hayes – I don’t know – it’s going to depend – probably won’t be done in this budget. Behnke: About 4,500 – we allotted 5,000. Hayes: it’s going to depend – the doors will transfer from this to put to the new budget. We need them to look at the landing also. I will bump that number up. Behnke: the cleaning is going to be more.

Nieuwenhuis: Could we add an additional column so we could compare. This will be added the next time.

Hayes: presented a Budget Narrative it gives the account numbers/descriptions etc.

No need to have Balanced Budget per Auditor.

Do we want to have the public meeting at the Board meeting – since you guys have seen it preliminarily, if I do make these couple of changes, send you the comparison electronically – I can even print and you can come in and pick it up. We could do the budget hearing at the regular meeting. Nieuwenhuis: I think everyone would appreciate not having another special meeting.

* 1. Strategic Planning – See memo from Helena to the Library Board regarding Strategic Planning – Medema in this Board Packet. Hayes: My recommendation is we ask Mr. Medema to make a presentation to the entire Board at the June meeting so that we can make a determine if he is the right one to assist us with our Strategic Planning process. We do not know costs, etc. Nieuwenhuis: I would like to add one thing to this Mr. Medema and I have talked and one of the things he does do is create a matrix evaluation based off the job description. And I think that it would be easier if we used a different evaluation system. I would be happy to be able to do it. David said he does a lot of Matrix System and would be good because he would get to know the Board. And in doing the Matrix, the Board sets up that as well as Helena sets up that. I would like him to come and make a presentation on both. He works with other Libraries. No cost. Helena will contact him to ask him to come and give a presentation on Strategic Planning and Matrix Evaluation.
  2. Policies:
     + 1. Background Checks. Trustees: Kupiecki/Wilson/Bolhuis and Director Hayes met May 21, 2019. Bolhuis: An Applicant Statement was created for the applicant to sign giving permission to do the background check. We will use IChat for a background check and put in if we felt we needed to do a drug test we could, but we don’t have to but may choose to. Sex Offender Register would be checked for everyone working with our youth and vulnerable adults – is safe for them to be around. Helena did a great job at creating the form. Nieuwenhuis: The piece still putting a hold on this hiring the new person, is we must have background checks on our current staff. Martinez: Has a very big issue with some of the wording on this form. It is in regard to the drug testing policy. Frankly, I can understand why you would be concerned about having a drug testing policy or not, but there does need to be certain stipulations concerning say like marijuana it certainly should be omitted from these requirements. Because this is a state that has approved it and frankly, I don’t know anyone who is going to lose their job for going home and having a beer after they go to work. In the spirit of that law was to regulate it as you would regulate alcohol. Now if a person is coming into work stoned off their rocker, I can understand that would be a concern, but just because a person in their own free time is partaking of a legal substance that should not affect their ability to obtain employment here. This is not a hospital or a pharmacy it’s a library. Kupiecki: we did talk about this and that’s why we have it as may be required. And that would be if it was affecting your work. Martinez: Correct, there needs to be something worded that would specify if you are going to check for marijuana, then you are not going to be passed over or lose your job. Bolhuis: Everyone that we looked at had that policy. Martinez: It doesn’t mean that we have too. Nieuwenhuis: We can’t move forward with this. Martinez: This is something that needs to be addressed. Nieuwenhuis: We can have a conversation about it at the next meeting to be able to talk about it. Martinez: I think this is a fantastic time to talk about it since we are going to be voting on this. Nieuwenhuis: I feel we would need more information from our employment attorney on this particular piece on what drug testing is done and everything. Behnke: Why can’t we specify for illegal drugs? Martinez: You would have to specify it as far as the legality would be at the State. Because we are state funded, institution, correct. Behnke: Right, but why couldn’t you say illegal drug test for illegal drugs? Martinez: Because on a federal level it’s still considered illegal. Behnke: We don’t get federal money. Hayes: we may get LSTA Fund which is federal. Behnke: okay. Bolhuis: I work for a federally funded and it’s illegal for me to partake at all. Hayes: So, a couple of things as I was working on this I completed get where you are coming from and I completely agree with you 100%. I personally okay with the may require. When I was working on this today, I emailed you guys I sent this to you and this is only half of what we need, we need a policy now based on this. Bolhuis: We agree with that. We need to meet again. I brought my laptop to set up a date. Nieuwenhuis: Can I ask that before you start working forward on new employees, could you please go back and put in place whatever needs to be for current employees. Hayes: I don’t think we can do anything until we have a policy in place. Nieuwenhuis: You need the policy that has to be for this. You have the form and everything that the Attorney already put in place. But if you are working on the policy that’s the piece that needs to be in so that we can actually do background checks on all the staff so that you can hire. Hayes: that’s what we just said. We have to have a policy in place before we can do background checks. Nieuwenhuis: I thought you were doing a policy for new people. Hayes: We are writing policy for the Library. Nieuwenhuis: okay, that will work. Martinez: I know you say you agree with the may be required but is that make it so that even if they did test positive for marijuana we would still consider them for employment and look at their other qualifications for employment. Hayes: That will be in the Policy. This is the form that they will sign and the policy is going to say whether we will do that or whether we will not. That’s what we have to work on. Martinez: Ok. Bolhuis: There is a lot of companies dealing with that thing now that it’s legal. Wilson: Let’s wait for the regulations to come out and so they know what to do. Hayes: What is the status of the legislation is on this? Anything been approved or still working on it. Martinez: He hasn’t been privy to any. Wilson: I was at a City Council meeting and they say June but it’s the government so it could be October. Bolhuis: We may be to tweaks things after that. A lot of the libraries were in the process of updating their policies. Nieuwenhuis: If we could bring that to the June meeting that would be wonderful.

* + - 1. Purchasing / Disposal Policy and a HR. With our By-Laws we now have committee names:

Personnel / Policy: Kupiecki/Martinez/Bolhuis (Background Checks and Drug Testing Policy and a new HR Policy)

Budget / Finance: Kupiecki/Behnke (Purchasing and Disposal Policy)

Facility: Wilson/West/Ann

Helena will be an advisor on all Committees. Ann will contact Trustee West regarding the Facility Meeting.

Ad Hoc Member: President Nieuwenhuis will act as a sub if someone can’t make it.

**Other:**

Veronica sent Ann a copy of Paw Paw District Library Policies. Veronica will send to the Board.

New Library E-mail – Karen and Ann have done it. Others need to still do it. Helena will make another copy on how to do it.

Doors – Aluminum door for back hallway (w/windows) – glass on side door – split between both companies. Local guy will do platform and steps on side presented a proposal - $3500 separate from cost of door. Does it need to be handicapped accessible? Check with City regarding changes to building – should City pay half since they own the building. Ann to call Lori West.

Summer Reading Program: Hayes will bring information to the June meeting. 1st program is June 18 – Animal Astronauts. She has a number of great prizes to give away!

Power washing the building: Wilson stated Patriotic Power Washing out of Richland is providing a free sanitizing and power washing of playground equipment once a month. I nominated Galesburg Park and they will be calling them in June (Wilson notified Lori West). Wilson suggested that we get an estimate from them for power washing the library once the baby robins are gone.

1. Next Meeting – June 18, 2019 (Bolhuis may have a conflict)
2. Adjournment – 7:11 p.m.