**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY**

**SPECIAL MEETING MINUTES – May 2, 2019**

**Roll Call**: (present/Absent)

|  |  |  |  |
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| **Trustee** | **Present** | **Trustee** | **Present** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Boluis** | **Yes** | **West** | **Arrived at 5:30 p.m.**  **Left at 5:46 p.m.** |
| **Kupiecki** | **Yes** | **Wilson** | **Yes** |
| **Martinez** | **Absent** | **Director: Yes** | |

1. **Pledge of Allegiance**
2. **Call to Order** – The meeting was called to order at 5:03 p.m. by Board President Ann Nieuwenhuis.
3. **Additions or corrections to the Agenda**
   1. Added under VI. Unfinished Business: c. Vacation Reimbursement Proposal and d. Staff Update (Hours, Board Minutes, Staff Hours Increase).

**President Nieuwenhuis made a motion to add “C. and D under VI. Unfinished Business” to the Agenda. All in favor and Motion Carries**

1. **Public Comments:** None
2. **Committee Reports**
   1. Facilities (Doors) – A recommendation will be given to the Board at the May 21st Board Meeting.
   2. Facilities (Floor Mats) – Purchased used Floor Mats from A&L Janitorial. They will be delivered next Wednesday.
3. **Unfinished Business**
   1. By-Laws

President Nieuwenhuis asked the Board to consider approving the By-Laws (with redline changes made by the Lawyer) so that we can move forward.

**Motion was made by Trustee Kupiecki – 2nd by Trustee Behnke - to accept the attorneys V5 of the redline By-Laws.**

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| **Trustee** | **Yes/No** | **Trustee** | **Yes/No** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Boluis** | **Yes** | **West** |  |
| **Kupiecki** | **Yes** | **Wilson** | **Yes** |
| **Martinez** |  | **Motion Carries** | |

* 1. Director Hayes - Performance Evaluation

Board President Nieuwenhuis provided packets for the evaluation of Director Helena Hayes. After the verbal evaluation and discussion, Director Hayes was given a document: Written Record of 2016 HR Policy Violation and 2018 Performance Objective Infractions (dated March 28, 2019). *The Board gave Director Hayes until May 21, 2019 to sign/date the document.*

* 1. Vacation Reimbursement Proposal

Beginning in 2015 Director Hayes was entitled to 5 vacation days after 6 months of employment, and an additional 5 days after one year of employment; and 10 vacation days each year thereafter. Following is a breakdown of the unused 25 vacation days.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Days Taken | Days Remaining | Pay Rate |
| 2015 | 1 | 9 | @$131.88/day |
| 2016 | 3 | 7 | @$131.88/day |
| 2018 | 7 | 3 | @$139.56/day |
| 2018 | 4 | 6 | @$139.56/day |
| Total unused vacation days 25 | | | |

After input from Helena Hayes and Ann Nieuwenhuis, it was felt the best resolution would be to split the difference, and pay Helena for 13 days at $131.88/day and allow Helena to take the remaining 12 vacation days over the 2019 and the 2020 time period.

Helena will have until December 31, 2020 to use the 12 vacation days.

*Trustee Behnke to advise Payentry/Benepay of the back vacation pay to be paid to Helena.*

This is a one-time exception to the Vacation Cary Over Policy in the Galesburg Charleston Memorial District Library HR Policies, which states: “Earned vacation days must be taken and not be carried over into the next year.”

**Trustee Behnke made a motion – 2nd by Trustee Bolhuis - that the Library pay Director Helena Hayes $1,714.44 for 13 unused vacation days from 2015 and 2016, and that we allow Director Hayes to carry over 12 unused vacation days from 2016, 2017 and 2018, to be used during 2019 and 2020, in addition to her normal accrued vacation days.**

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| **Trustee** | **Yes/No** | **Trustee** | **Yes/No** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Boluis** | **Yes** | **West** |  |
| **Kupiecki** | **Yes** | **Wilson** | **Yes** |
| **Martinez** |  | **Motion Carries** | |

**NOTE:** Trustee Behnke notified Erika Keiglkey (Payentry) of the approved motion in an email dated May 3, 2019.

* 1. Staff Update

Hours/staff hour’s increase: Director Hayes has requested adding a staff member – this would help the Library with additional coverage for vacations/illness/jury duty, etc. The Board wants to see how the Library is managing with a staff member who has requested extra hours (Jeremy Allison). The Board would like to track the hours each staff member is working to see if a new employee is needed.

To assist in tracking these hours worked, Trustee Behnke will be copied on emails Director Hayes sends to Erika Keigley (Payentry) when she submits the times sheets for Library’s payroll.

**NOTE:** No additional staff members can be hired until the Background Check Policy is written/approved by the Board.

* 1. Board Meeting Minutes Taker

Board President Nieuwenhuis made a proposal that the Library Board hire Linda Castle (past GCMDL employee) to take the minutes at the Board Meetings (except Closed Board Meeting Minutes which will be taken by the Board Secretary).Linda Castle will report directly to the Board and her time card will go through Trustee Behnke and a job description will need to be written.

**A Motion was made by Trustee Kupecki – 2nd by Trustee Bolhuis – to hire Linda Castle to be the Board Minute Taker starting on May 21st at $10.00/hour – up to 5 hours a month.**

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| **Trustee** | **Yes/No** | **Trustee** | **Yes/No** |
| **Behnke** | **Yes** | **Nieuwenhuis** | **Yes** |
| **Boluis** | **Yes** | **West** |  |
| **Kupiecki** | **Yes** | **Wilson** | **Yes** |
| **Martinez** |  | **Motion Carries** | |

1. Adjournment

Trustee Kupiecki made a motion – 2nd by Trustee Behnke – to adjourn the meeting at 6:43 p.m.