

GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY

MEETING MINUTES – August 20, 2019

Roll Call: (present/absent)

Present: Trustee Kupiecki/Martinez/Nieuwenhuis/Wilson/Behnke/

Bolhuis (arrived at 5:10)

Absent: Trustee West

Director Hayes: Present

I. Pledge of Allegiance

II. Call to Order – The meeting was called to order at 5:00 p.m. by Board President Nieuwenhuis.

III. Additions/Corrections of Agenda:

- a. President Nieuwenhuis requested to move “c. Library Director’s Report” and to add “d. State Aid Waiver” and “e. Staff Request for Leave of Absence” to VI. Unfinished Business.

A motion was made by Trustee Behnke (2nd by Trustee Kupiecki) to approve the revised Agenda. All in favor: Aye / Motion Carries

IV. Public Comments: NONE

V. Approval of Consent Agenda:

- 1. Approval of August 6, 2019 Meeting Minutes
- 2. July 2019 Financial Reports

Director Hayes noted that there will be changes made to the Financial Report.

(1) There were a few items that Dan Carl booked (entered the wrong code) in the new fiscal year that will need to be moved back in to the old fiscal year, so you will see different numbers as those numbers will be corrected in the next financial report.

(2) Penal fines will be booked back in to 2019 which is a check that we received on 8/20/2019 for \$12,634.75.

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

VI. Unfinished Business

- a. Board Development Proposal. It was decided that the Board will not be able to go forward with the Board Development Proposal by Dave Medema at this time due to the expense.

A Motion was made by Trustee Behnke (2nd by Trustee Martinez) to not go with the Board Development at this time due to the additional expense. All in Favor for not pursuing this proposal: Aye / Motion Carries

- b. The following draft policies will be reviewed by the Policy/Personnel Committee - Trustees Bolhuis/Martinez/Kupiecki and will be presented for final approval at the September 17, 2019 Board Meeting:
 1. Computer and Internet Use Policy (Note: The public hearing will be during the September 17, 2019 Board Meeting).
 2. Patron Behavior Policy
 3. Payment by Financial Transaction Device Policy

Note: President Nieuwenhuis verified with Attorney that each time the draft policies are sent to our Attorney we will be charged.

c. Library Director's Report

Trustee Behnke and Director Hayes met and discussed about some of the HR Policies and some changes that need to be made to the vacation policy. One of Trustee Behnke's suggestion was that for vacation, we would offer pay in lieu of time off. Director Hayes mentioned this to her staff at their July Staff meeting to let them know because they had been asking her about pay for time off.

Trustee Behnke created a new Draft Vacation Policy which will be sent via email to the Board for review. (see draft policy in this packet).

President Nieuwenhuis noted that Linda Dunithan and Jeremy Allison are eligible for vacation time now. Sue Jefferson is not eligible due to hours work during the week. President Nieuwenhuis would like to watch the next time payroll is being done. She also requested that payroll keep track of time off for staff and Director Hayes (including sick time). We need to have an electronic account of what is being accruing and taken. President Nieuwenhuis asked to have Director Hayes put in her Director's Reports her days off and when she is planning on taking days off.

A Motion was made by President Nieuwenhuis (2nd by Trustee Wilson) to approve and accept the Library Director's Report for the Month of July. All in favor: Aye / Motion Carries

d. State Aid Waiver

President Nieuwenhuis has been in discussions with Randy Riley and Shannon White regarding the State Aid. We have been out of compliance since Darcy Tuinstra (who held the certificate) left July 16, 2016 which

means we do not receive any state aid money. This certificate is given once a year at Shanty Creek for three days.

Trustee Wilson suggested that we write in the job descriptions that they must take this course to obtain the certificate as we need more than just one person certified. Linda Dunithan has taken the course and Jeremy Allison will take it next time. President Nieuwenhuis asked the Board to think about making this mandatory training for all current and new employees.

e. Staff Request for Leave of Absence

Due to the serious illness of Sue Jefferson's husband, she may need to have some time off.

Amended Motion: A Motion was made by President Nieuwenhuis (2nd by Trustee Behnke) that the Board is giving Director Hayes authorization to be able to grant a Leave of Absence without pay to Sue Jefferson if Sue asks for time off.

Roll Call: Kupiecki Yes; Martinez Yes; Behnke Yes; Nieuwenhuis Yes; Wilson Yes; Bolhuis Yes; Motion Carries

VII. New Business

- a. **Director's Salary.** Trustee Behnke stated that at the May 2019 Meeting, we discussed Director Hayes getting a 3% salary increase. This increase was never voted on as we were waiting to complete in July. Her last salary increase was given at the time of her employee evaluation in 2016, effective in January of 2017.

A Motion was made by Trustee Behnke (2nd by Trustee Wilson) that the Board approve a 3% COLA increase of \$1,088.64 for Director Helena Hayes, bringing her annual salary to \$37,376.64. Helena's bi-weekly salary will now be \$1,437.56. Trustee Behnke will inform Payentry of the salary change.

Roll Call: Wilson Yes; Kupiecki Yes; Bolhuis Yes; Nieuwenhuis Yes; Martinez Yes; Behnke Yes; Motion Carries

- b. **Action Items** – Director Hayes will check with the Library Co-op to see who they have used for Strategic Planning before we make a final decision.
- c. **Drinks/Food at Computer Terminals.** Trustee Wilson reminds the Policy/Personnel Committee that the no drinks/food allowed at the computer terminal area needs to be included in the new draft Patron/Internet Policy as it was left off the draft policy that was recently updated.

VIII. Next Meeting – September 17, 2019

IX. Adjournment – 6:04 p.m.