

**GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY  
MEETING MINUTES - April 16, 2019**

**Roll Call:** (present)

<b>Trustee</b>	<b>Present</b>	<b>Trustee</b>	<b>Present</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Director: Yes</b>	

**I. Pledge of Allegiance**

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

**III. Additions/Corrections of Agenda**

a. Under VIII. Unfinished Business added “g. Cooling and Warming Center.”

**President Nieuwenhuis made a motion to add “g” to the Agenda. All in favor and Motion Carries**

b. Trustee Steve West (stated he can only stay until 7:00 p.m. this evening) commented on the Director’s Evaluation under IX. New Business. The library procedure for Director’s evaluation – library Board members, under the direction of the Board President, shall consolidate the member’s evaluations in to one agreed upon Director’s evaluation in a Special Meeting. That Special Meeting has not taken place so we will need a Special Meeting before that. President Nieuwenhuis asked Trustee West if he wanted to do that tonight or at a different meeting. Trustee West states he can only stay until 7:00 p.m. so a later meeting will need to be held. President Nieuwenhuis states she has a handout for Board Members to look at for that discussion.

c. Board Packet has been updated to include “to do list”.

- d. Question that President Nieuwenhuis had regarding the Library Card applications signature line not being where it should be. Director Hayes found that it doesn't matter where they sign.
- e. President Nieuwenhuis asked Director Hayes if the Director's Report that is attached to this packet is different than the one she had handed out. Director Hayes states it has additions to the action items.
- f. President Nieuwenhuis asks if anything else needs to be added to the Agenda. She states: None.

#### **IV. Public Comments:** None

#### **V. Approval of Minutes**

- a. A Motion was made the President Nieuwenhuis to approve the following minutes: February 13, 2019; March 19, 2019; March 28, 2019
- b. February 13, 2019 Meeting Minutes – **Board President Nieuwenhuis made a Motion to approve the minutes. Result: Motion Carried**
- c. March 19, 2019 Meeting Minutes – Trustee West had previously brought up the hiring of Linda Castle for providing work for the Board Secretary and President. His motion was for Inventory work only. Trustee Wilson and Library Clerk, Jeremy Allison reviewed the tape of the March 19 meeting. Trustee West's motion was for Inventory work only, but a discussion by Trustee Wilson for using Linda to create Manuals for new Board Members. Also a discussion for using Linda for working on the By-Laws was made by the Board President. These discussions did not make it in to the Motion by Trustee West. The March 19<sup>th</sup> meeting minutes have been updated to include the conversations that were made during that meeting. Linda Castle's work has been concluded. Trustee West is okay with making the adjustments to the March 19<sup>th</sup> minutes to the original Motion. Trustee Martinez asks if this is to amend the minutes, Trustee Wilson stated yes.

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

- d. March 28, 2019 Meeting Minutes - A Motion was made by President Nieuwenhuis - 2<sup>nd</sup> by Trustee Kupiecki approve the March 28, 2019 Board Minutes:

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

## VI. Financial Reports

- a. Financial reports for February 2019 and March 2019 were reviewed.  
**President Nieuwenhuis asks for a vote: All in favor state Aye.  
Motion Carries.**
- b. Director Hayes stated she will be working on Budget Adjustments based on the most recent Budget versus actual numbers. She will bring those to the May meeting.

**VII. Library Director's Report (see full report in this Board Packet)**

- a. Library Card applications: President Nieuwenhuis already addressed that.
- b. Staffing – Library Clerk: Director Hayes requests the Board's approval to replace Bonni Perse Hanson who left the library in March. Bonni worked 10 – 14 hours/week – assigned days during the week and every other Saturday. Primarily covering the Circulation Desk – assist patrons, manage materials (check in and out, shelve, etc.) so that the other employees could do things away from the desk that they need to do. Trustee Wilson stated Jeremy Allison has stated he would like more hours and could we make this position a little less hours and give Jeremy more hours. Director Hayes states she might be able to do this but the issue is covering what needs to be covered. She will look in to this but would like to get somebody in the Library. President Nieuwenhuis asked if Director could try for a month until we can figure out if we really need to hire another person. Director states it would be beneficial to hire someone else especially with Saturdays, with health issues, with summer, etc. Trustee West asked Director Hayes how many additional hours would Jeremy like to work – Director Hayes does not know as he has not discussed specific additional hours. Trustee West states this is a good time to bring up note taking (a task Jeremy was doing) – he had previously expressed concerns to the Board about having a staff member taking notes. After doing some additional research he found out that 1) Secretary is not to take meeting notes and 2) the Director is not to be taking notes. The law he reviewed suggested a staff member take notes, so if Jeremy could take notes. His initial concern was surrounding accuracy, but thinks over time he will knock for getting them accurate. Trustee West said this would be an opportunity for some additional hours. Director Hayes will talk to Jeremy, but not sure he is interested in, but knows he wants the hours. Trustee extends an apology to the entire Board for making a fuss over nothing. Director asked if this was from the Trustee Manual – Trustee West said yes, from the Manual. Trustee

Wilson stated she had talked to Clare about this and like she stated previously the Secretary should be actively involved in the meeting, not taking minutes. She also noted that the recorder helps a lot and not talking over each other.

Trustee Bolhuis makes a Motion into hiring somebody for a minimum of eight (8) hours / week based on looking what Jeremy Allison would like. Trustee West states based on what Jeremy would like for additional hours. Trustee West is struggling with the addition of that. He would support a motion to hire somebody a minimum of eight (8) hours. Trustee Wilson requested to have the motion stated over:

**Trustee Bolhuis makes a Motion – 2<sup>nd</sup> by Trustee West to hire somebody for a minimum of eight (8) hours per week.**

<b>Trustee</b>	<b>Yes/No</b>	<b>Trustee</b>	<b>Yes/No</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Motion Carries</b>	

President Nieuwenhuis requests Director Hayes sends a note to Board after she discussing with Jeremy Allison how many hours he might be increasing. Director Hayes agrees to do this. She also asked Director Hayes if she was comfortable about asking Jeremy if he could do the minutes. Director Hayes states she will talk to him and she will let the Board know.

- c. Custodial - Jeannie Case (library custodian) notified Director Hayes that she will no longer be cleaning the library. Director Hayes interviewed Lisa Dando owner of Heavenly Spirit Janitorial, LLC to clean the library 4-5

hours / week – coming to the library two times: Sunday will be a “thorough” clean day, and Thursday will be a “spot” clean day. Lisa Dando would like \$75.00/week so our budget will need to be adjusted as Jeannie Case was receiving \$50.00/week. Director Hayes went over the cleaning list with Lisa when they met last week. President Nieuwenhuis asked if we need to have a contract with her and Director Hayes states there is no contract - Lisa will submit an invoice and we pay her (she will be a 1099). President Nieuwenhuis asked if Lisa is bonded and have insurance. Director Hayes states Lisa is working on that – she is not currently Bonded. President Nieuwenhuis asked if our insurance agent is aware that someone is coming in and cleaning. Director Hayes does not know that for sure – it is not anything we have ever addressed. President Nieuwenhuis states usually if you have someone coming in to clean they are Bonded and to let Mike Hogan (Insurance Agent) know that we are hiring someone who isn’t currently Bonded. Trustee West ask Director if she accounted for Lisa working on Easter Sunday – Director states she might work on Easter or come in on a different day.

**Trustee Behnke makes a Motion – 2<sup>nd</sup> by Trustee Kupiecki that we hire the Heavenly Spirit Janitorial, LLC for cleaning of the Library.**

<b>Trustee</b>	<b>Yes/No</b>	<b>Trustee</b>	<b>Yes/No</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Motion Carries</b>	

d. Floor Mats – Purchase versus Rent

Director Hayes received a quote from KSS for \$1,400 for purchase of 8 heavy duty mats. Director Hayes will be meeting with A&L Janitorial Services on

Wednesday, April 17 to review options and costs. Currently using old mats in high traffic areas (old runners were disposed of) – carpeting was cleaned on Monday, April 8<sup>th</sup> and spot cleaned on April 10. Trustee West raised the the question of the expectant life of a purchased mat versus the annual rental fee. President Nieuwenhuis states we can have a committee to look at those things. **Committee: Trustee West, Trustee Wilson and Director Hayes will make a decision once the meeting with A&L Janitorial is complete to determine to Purchase or Rent. A presentation on the determination will be presented a future Special Meeting.**

e. Workshop – Library Clerk, Linda Dunithan will be attending a workshop at Shanty Creek (three nights). Helena is getting a grant to cover the cost. President Nieuwenhuis stated approval is needed to write a check for registration. Director Hayes states the check has already been written and sent – Shanty Creek Resorts Check #2315 and State of Michigan Department of Education Check #2316. Expense Report will be completed. Total amount is approximately \$708.10. Her meals at the conference will be covered.

**President Nieuwenhuis makes a motion – 2<sup>nd</sup> by Linda Behnke to approved the cost for the VBISD Conference at Shanty Creek Resorts for up to \$750.00 reimbursement.**

<b>Trustee</b>	<b>Yes/No</b>	<b>Trustee</b>	<b>Yes/No</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Motion Carries</b>	

f. Imagination Library - Trustee Kupiecki asked Director Hayes about the Imagination Library about the new kids that have signed up and wanted

verification that no Comstock Township children are receiving the books. Director Hayes verified we are not including anyone in Comstock Township.

## **VIII. Unfinished Business**

- a. Background Checks – President Nieuwenhuis states in our packets is the first steps to be able to implement the background checks. She talked with the Employment Attorney said that we first we have to do background checks for all of our staff and volunteers and a number of Board members have indicated that Board members should also have background checks. Background checks for people we are going to hire go under an employment policy which we do not have, but this is a start to get in to being able to implement. The Attorney sent an authorization to release information that we would ask all of our employees and one volunteer to sign. On this, the following criteria we would ask them to give us employment history, academic and professional qualifications listed on the application plus a review of criminal records and the sex offender registry. The employment information and the professional qualification can be verified through phone calls; criminal records are available through IChat and Trustee Bolhuis is more familiar with IChat. Trustee Bolhuis explains how IChat works noting it does not look at outside of Michigan. The sex offender registry is a public website. President Nieuwenhuis suggests that we can modify – Director would verify the staff qualifications and the Board Officers would verify the Director’s credentials – using Helena’s resume. Director Hayes asks if Board Officers are going to talk to people from five years ago. President Nieuwenhuis states we are doing a background check and people to be able to verify their employment history and you will be doing the same thing with new people who were coming on. Director Hayes states new people coming on yes. Trustee Martinez states it is essential that everybody be included on that policy. It would be wrong to have the current staff to have not have to give a background



check even if we have known them for several years, we don't necessarily know their legal background check. Director Hayes doesn't have an issue with the background check but feels the employment history seems a little extreme. President Nieuwenhuis states that what we will be using for anybody. Trustee Bolhuis asked if we are looking at job history or are we just going back to do background checks. She states if this was done before when they were hired it doesn't have to be done again. President Nieuwenhuis states none of that has not been done. Director states it was done - President Nieuwenhuis states it's not in Director's personnel file nor an application for Director. She has asked the City of Galesburg and they do not have any – we need complete personnel files. Trustee West states IChat and sex registry are free – Trustee Bolhuis states we have to figure out how to get registered through the states for IChat – no cost. Trustee West inquires as to what type of cost might we anticipate with regards to employment history and education checks. President Nieuwenhuis states there will be none just Board member time to make those phone calls. Trustee West asks education and employment history for Board members as well? President Nieuwenhuis states Board members are not included on here – we are currently just doing the staff and any volunteers that work here. Trustee West states President Nieuwenhuis, in her early comment stated Board members would be included. President Nieuwenhuis says it is a separate thing for us to think about. President Nieuwenhuis states for tonight for consideration is to be able to approve the form and to allow Director Hayes to go back on staff that are here to make those contacts and Board Officer's would verify Director's credential. It has to be a specific person does IChat – in talking with the Sheriff, he said that would be the Board President doing it for the Director. President Nieuwenhuis and Trustee Bolhuis discussed and though it best if Board President did it for the staff as well. Everything must be kept in individual sealed envelopes marked confidential and be stored in a locked cabinet. Director Hayes states when she was hired they asked the

Galesburg Police to do a background check on her. President Nieuwenhuis stated they do not have a copy of that. Director Hayes feels we should have our Sheriff Deputy or our Sheriff Department do the background checks. Trustee Bolhuis states it should be kept in the employee's file. Trustee West said we are looking at discussing a proposed policy - President Nieuwenhuis states she is asking the Board to move forward on this. Trustee West said that this is the first meeting with this document and if it's appropriate to vote on approving the policy with the first meeting we have discussion on. President Nieuwenhuis States we have talked about doing background checks at previous Board meetings, so now that we have a policy. Trustee West states this is the first meeting we have to review this proposed policy, it has not been presented prior to this meeting. President Nieuwenhuis asks what more information would Trustee West like to see. Trustee West states he is questioning the appropriateness of approving a policy on the night that it is presented to the Board. Trustee Kupiecki states we have talked about it and Trustee West agrees with this, but the policy is dated April 6, 2019 – this is the first meeting we have actually seen this proposed policy. President Nieuwenhuis states this is the steps in order to be able to do this. They are very simple and laid out – exactly what we need to be doing and we have the form here that has already been approved by the Attorney – why would we wait another month. Trustee West objects to voting on this policy on the night it is presented to the Board. President Nieuwenhuis informs Trustee West he can vote no, but if we have a motion to move forward on this, he has the opportunity to vote no. Trustee West maintains it is inappropriate to vote on it the night it is presented. President Nieuwenhuis so noted. President Nieuwenhuis does the Board want to go forward so that the background checks can be done. Other Board members are concerned that we have not done background checks on any of these employees. President Nieuwenhuis said we do not have a rule or policy that states something has to be

presented and the next time go over it. Perhaps that is something we could be thinking about that could be written. President Nieuwenhuis entertains a motion to move forward with this. Trustee Behnke asks if this is going to cost any additional to the Library. President Nieuwenhuis states no, just time. Director Hayes states are you approving a policy or are you approving moving forward with creating a policy. President Nieuwenhuis we are moving forward to be able to create the steps in order to be able to do background checks for all of our current employees so that we can move forward in the new employment piece. The Attorney is saying we cannot do this until we do it with the current staff we have. Trustee West asks Board President to answer the Director's question, is this is a policy that we are voting on tonight. Trustee Behnke reads an email from Attorney that our first step is to implement a complete background policy for the Library should begin with the current staff and volunteers. Thus the policy below sets forth the Library procedures for conducting background checks for all current staff and volunteers. President Nieuwenhuis we need this policy so it doesn't hold up Director Hayes from hiring a new staff member. Trustee Wilson states this policy would need to be placed in our HR Policy Manual. President Nieuwenhuis yes.

Trustee Martinez moves we vote on the policy as written in the bold but what if a situation in the future happens where IChat is not available or like we don't have access to some of these IChat. President Nieuwenhuis said we would have to modify it, but IChat is through the State Police and all nonprofits have access. Trustee Wilson asks what if someone fails – we have to have something written in case someone fails. Trustee Martinez states the policy doesn't show any consequences if they fail. Director Hayes is in agreement with Trustee Wilson that nothing is listed in the policy in case someone fails the background check. President Nieuwenhuis said that in the Policy it states the individual and the Board would meet to discuss the possible implications and any next applicable

steps. President Nieuwenhuis said we could write in the policy discuss any possible implementations and any next applicable steps. And if we find anyone is on the sex offenders registry list that would be automatic dismissal. Trustee West said President Nieuwenhuis policy is not ready as it is presented. President Nieuwenhuis said we can modify it right now and then we could vote on it. Director Hayes says that this is one of the concerns that she has – she understands the importance of doing these and writing the policies and getting the by-laws done and getting everything done; however, the ways that these are being run through and not being done be committee and not having multiple people involved in the creation of these things is causing these kinds of problems. She understands the concern about lawsuits and about valid points, but we are still opening ourselves up to lawsuits if we say something like this because it's too broad. President Nieuwenhuis asks Trustee Bolhuis if there are certain things written down at MSU extension that says certain things are automatic. Trustee Bolhuis said yes, if they are on the sex offender registry list/child abuse/child neglect there is definitely that would disqualify someone from being a 4-H Volunteer. If they would have fraud, they would not be able to handle any money but could still be a volunteer. If they have a drunk driving record they could still volunteer but not drive. Director Hayes states that is her point – there is a lot of stuff to consider. We need a committee to work on some of these policies. This will be tabled until the next meeting. **A committee was set-up: Trustee Bolhuis (Chair), Trustee Kupiecki and Trustee Wilson, along with Director Hayes will meet on May 21, 2019 to discuss the policy of performing Background Checks on current and new employees.**

- b. Director salary change – (1) Trustee Behnke has been looking back at Director Hayes' time cards and checking with Helena and going backwards -- Since 2017, Director Helena Hayes was being paid at a bi-weekly rate of \$1,375.00, which was \$20.69 less than what she should have been getting. She is due \$1,220.83 for back wages, which includes:

1. \$538.00 for 2017
2. \$538.00 for 2018
3. \$144.83 for 2019 (first seven pay periods at \$20.69)
4. \$1,220.82 for back wages

President Nieuwenhuis would like to thank Mary Philips – she found an email from Mary to Kay Walker dated November 14, 2017 - there are no board meeting minutes to indicate any of these salary increases, but where this extra is coming from is actually in 2015 the number of hours the Director was being paid moved from 30 / week to 32 / week. So, yes there was an 3% increase made in 2015/2016, but more importantly there was \$34 more dollars per week. So, in essence, it is more than a 3% increase in 2015/2016 – it's higher. She is not sure how to make the motion to correct this so there is two things we have to do 1) pay Helena back pay 2) re-establish what it is she is supposed to be getting - She is supposed to be getting 32 hours / week. Trustee Behnke states her net pay is \$697.84 a week. President Nieuwenhuis states we need to make a motion to give her the extra and up it up to that.

**Trustee Behnke made a motion – 2<sup>nd</sup> by Trustee Nieuwenhuis that the Library pay Director Helena Hayes \$1,220.83 in back wages. This goes back to 2017 and brings her current in 2019.**

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

Trustee Behnke to advise Benepay of the corrected salary information for Director Helena Hayes. Director Hayes asked if that included the number of hours we expect her to work. Because a point has been made that she originally was hired to work 30 hours/week and it got bumped up to 32 hours/week and so she didn't know if there should be something in there specifying this wage is at 32 hours.

**Trustee Behnke made a Motion – 2<sup>nd</sup> by Trustee West that beginning with the paying period ending April 20, 2019, Helena Hayes bi-weekly salary will be \$1,395.69, which is a yearly salary of \$36,288.00 per year – includes a minimum 32 hours / week.**

<b>Trustee</b>	<b>Yes/No</b>	<b>Trustee</b>	<b>Yes/No</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Motion Carries</b>	

c. Director Vacation Pay - 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. The following is a breakdown of the unused vacation days for which Helena Hayes is to be paid for a total of \$3,366.12:

<b>Year</b>	<b>Days Taken</b>	<b>Days Remaining</b>	<b>Pay Rate</b>	
2015	1	9	@\$131.88 per day	\$1,186.92
2016	3	7	@\$131.88 per day	\$923.16
2017	7	3	@\$139.56 per day	\$418.68
2018	4	6	@\$139.56 per day	\$837.36
<b>Total due for unused vacation:</b>				<b>\$3,366.12</b>

Linda Behnke to advise Benepay of the back vacation pay to be paid to Helena Hayes. Going forward, pursuant to the Galesburg-Charleston Memorial District Library HR Policy, earned vacation days must be taken and not be carried over into the next year. President Nieuwenhuis reads HR Policy printed April 1, 2015 – her question is we have a staff person who is taking vacation, so they knew they had vacation – whose responsibility was it for someone to say well you didn't use all of your vacation days –

Shirley you are the only person who has been on the Board long enough. Here's the question: We have tax payers who have paid and put in an extra millage – we are talking about \$3,366.12 that she cannot say to them why we would be giving this out. She had vacation days and she was taking them. It a lot of money to ask the tax payers. Trustee West states the minutes do not reflect a request for payout of vacation – is that a fair statement. Director Hayes said yes, she never asked for pay in lieu of vacation. Board President Nieuwenhuis doesn't know why we are doing it. Trustee West thinks it's a point of equity between hourly staff and salaried staff. We voted to reimburse hourly staff to be equitable, we should also support the action with the salaried staff. Board President Nieuwenhuis states Jon's was because Jon did not know he had averaged over 16 hours – he did not know he qualified to being able to have that. By going over time sheets is how we found this. Jon did not ask that – that is the Board's oversight. Trustee West said there was definitely inaccurate record keeping on the previous Board.

**Trustee Behnke makes a Motion to table to Next Meeting (vacation portion).**

d. Facilities –

- i. Gutters: Lyster's will be installing gutters (5") with completion by next Monday.
- ii. Emergency Exit Doors: Director Hayes states we have enough money in budget to do both doors, but will need to make a budget adjustment – there is money in the bank to do both doors – money in the savings account. We have three quotes. Questions were raised about the quality of doors, tempered glass, style of hinges, etc. A committee is established to decide which company to go with.

**Board President Nieuwenhuis made a Motion – 2<sup>nd</sup> by Kupiecki for a Door Committee with Board members: Trustee Wilson, Trustee**

**Martinez and Trustee Behnke and authorize them up to \$5,000.00 to be able to get two emergency exit doors, purchased and installed.**

<b>Trustee</b>	<b>Yes/No</b>	<b>Trustee</b>	<b>Yes/No</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Motion Carries</b>	

e. By-laws - A meeting to discuss the By-laws will be held at a Special Meeting. President Nieuwenhuis made a list of questions, so if anyone has questions, please send them to her so she can call the Attorney once to figure that out and schedule a Special Meeting that we can do the By-Laws. Trustee West asked where did these By-Laws originate from – President Nieuwenhuis stated when she talked to Clare she indicated 8 different Boards who had good By-Laws. We need to figure out a night so we can have a Special Meeting. Trustee West asked where did this draft originate from - if this was a broiler plate. President Nieuwenhuis its By-Laws that were pulled from 8 different Libraries from where Clare had recommended. Director Hayes has the different By-Laws Nieuwenhuis used. Trustee Wilson stated Clare and our last training we had, have stated to use other Libraries policies as examples.

**Special Meeting to discuss By-Laws (and Floor mats/runner, Doors, Director Vacation): May 2, 2019 – 5:00 p.m.**

f. Consent Agenda - The purpose of the Consent Agenda is to approve a grouping of routine items that do not required Board discussion, and take action through a single agenda item to expedite Board Meetings. The consent Agenda items may be changed at any time at the discretion of the Board.



**Trustee Behnke made a Motion – 2<sup>nd</sup> by Trustee West that the Board adopt a Consent Agenda which would include the following Agenda items:**

- 1. Meetings Minutes**
- 2. Financial Reports**
- 3. Library Director’s Report**

<b>Trustee</b>	<b>Yes/No</b>	<b>Trustee</b>	<b>Yes/No</b>
<b>Behnke</b>	<b>Yes</b>	<b>Nieuwenhuis</b>	<b>Yes</b>
<b>Boluis</b>	<b>Yes</b>	<b>West</b>	<b>Yes</b>
<b>Kupiecki</b>	<b>Yes</b>	<b>Wilson</b>	<b>Yes</b>
<b>Martinez</b>	<b>Yes</b>	<b>Motion Carries</b>	

g. Exit Interviews – Trustee West was a little concerned about the retroactive exit interviews. He has never heard of retroactive interviews and was surprised him that we looking at them. After giving it some thought even though I know we had discussed retroactive interviews, we had not made a final decision on them nor did we agree on questions or was there an agreement – looking at my notes – I took down on this earlier in the year – basis for performing these interviews as well as Trustee’s Nieuwenhuis’ unilateral decision to move forward with the interviews. The majority of the questions that were presented to him and presumably asked, he feels the questions were highly inappropriate – some asked for opinions and professional guidance from staff members who are not qualified to provide that input. Others are clearly agenda driven to dig up dirt on the Director. I would like to discuss what we as an impartial Board hope to accomplish by conducting these interviews and presenting these highly inappropriate questions to former staff. Ann, this is for you, during our phone conversation in January you were in agreement that Helena should be allowed to succeed or fail on her own. The point that I made was that she has never been given the opportunity to succeed. So my question is what

has changed so dramatically since that conversation to have you openly solicit negative feedback to further undermine Helena's standing with the new Board. President Nieuwenhuis states that was not the point and an email that was sent out to the Board right after she was elected President that she felt exit interviews needed to be completed with all Library staff and Board members within a specified time frame so that we could have some background information. She realizes the questions would be different for staff and Board members – I asked Helena for the contact information which she had given me and I hope to have a compiled feedback report at the February meeting. When you got concerned about it, I called the Attorney and she said these are her notes and she has every right as a person to ask those questions. She didn't bring it back to the Board because Trustee West was concerned it would slant to whatever it would be. She stated there was a lot of positive feedback for Helena – she thinks Trustee West is interpreting based on some of the previous Board meetings you had that she was not at. She states we had a lot of people resign from the Board and a lot of staff – it gives you some background information and not everybody answered them. It isn't something that is illegal or wrong to do. She talked to the Attorney if she had to put them in and she said no because they are still her notes so they have not been used or influence anyone on this Board because she has not shared any of it. Trustee West said in an email that Board President sent – the implication was negative. Board President said no, they were eye opening and there was a lot of good things. Trustee West asked if any of the responses have been shared with the current Board Members – all Board members said no. Trustee West said we will put that to rest.

- h. Cooling and Warming Centers – Trustee Martinez found that we have a few hurdles – we would need to have a generator and a way to hook the generator up to the building which would include a transfer switch (need an electrician). Food and Water are nice but optional, but would need a

drinking fountain. As of right now we are already talking about thousands of dollars in order to make this feasible and that's not including adjustment of hours for staff and a written policy. The Church and School have opened up before. It was decided it is not feasible for us to pursue at this time.

## **IX. New Business**

- a. Director's Evaluation – We need a Closed Meeting – Board President has packets for everyone but doesn't know if she can pass them out to keep or if we have to be able to have them as working. Trustee West cannot stay longer – wants to know if we can do it on May 2<sup>nd</sup> – Board President states we already have a lot for that night and we cannot go into closed meeting from a Special Meeting. The packet has the 2014 job description and different things from the last evaluation and correspondence from the Director to the Board and copies of what we have. Trustee West received a copy from Trustee Kupiecki and he compared it to the previously copy and noticed some inconsistency – Shirley and I shared some emails and believes he has a handle on some of the emails where the majority of the inconsistencies come from. He has one concern – it appeared that there was input in there regarding Building and Maintenance. Building and Maintenance issue did not arise when we did the original evaluation – it actually did not arise until January/February timeframe which calls into question why would it be in this evaluation. President Nieuwenhuis stated she did not fill one out when Trustee Behnke asked but did have more time when it came around the second time to put input in, but did not put in any scoring. Trustee Wilson stated it was really hard for Trustees Bolhuis/Martinez/Wilson to comment since they were not here in 2018 (or for only the last couple of months). Trustee West had issues with the 2018 performance review “has not maintained the building and/or grounds (smoke/carbon monoxide detectors, fire extinguishers, cleaning of carpeting and ducts, eaves, gutters, doors, etc.). President Nieuwenhuis

stated that was her input and she got it from the job description that states Director deals with all aspects of maintaining the building/grounds. Trustee West states fair to address it, but these were not brought up in the 2018 calendar year and certainly not prior to November and the policy is she receives her evaluation in November. He feels it should be carried over in the 2019 evaluation. Trustee Kupiecki addressed Trustee West that she had asked him what specifically he had a problem and you never gave me that. Trustee West said she was right and felt it should be discussed in person rather than via email. Trustee West states he has to leave and doesn't want to hold this up any further – he has given some input and encourage all Board members to look at this evaluation with a critical eye and ensure that we are doing fair and just work on it for Helena, Director. President Nieuwenhuis said Trustee Kupiecki has been doing a great job. So if you have any questions or concerns or want things changes, then you should talk to Trustee Kupiecki. **This will be tabled.** Director Hayes is requesting that her evaluation is not in a closed session.

- b. Auditor (Joe Verlin) – was in the audience and gave an overview of the budget. He said we are doing very well.

**X.** Next Meeting – Special Meeting is May 2, 2019. The next regular meeting is: May 21, 2019.

**XI.** Adjournment at 7:15 p.m.