

Board of Trustees Meeting
March 10, 2009
7:00 P.M.

1. Call to order—The meeting was called to order by President Kari Fickes at 7:31 P.M.
2. Roll call—The following trustees were present: Kari Fickes, Ann Glynn, Phillip Lukacek, and Colleen McElroy. David Clark, Peggy Gardner, and Stephanie Daujatas were absent with prior notification. Also present: Administrative Librarian Carol Hall.
3. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items A, B, and C by Phillip Lukacek, seconded by Colleen McElroy
Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Colleen McElroy
No: None
 - A. Approve minutes of February 10 Regular Board Meeting
 - B. Approve Treasurer’s Report

Balance February 1, 2009	\$ 975,177.11
Revenues	54,167.12
Expenditures	51,606.49
Balance February 28, 2009	\$ 977,738.11
 - C. Approve payment of monthly bills in the amount of \$16,257.34
4. Motion to approve Consent Agenda by Phillip Lukacek, seconded by Colleen McElroy
Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Colleen McElroy.
No: None
5. Public Comment – None
6. Communications
 - Information regarding projector models.
 - Letter from IMRF Re: Impact of 2008 Investment Return on Future Employer Contribution Rates.
 - Letter from Worth Park District regarding Public Lands Clean-Up Day
 - Letter from Prairie Trails Public Library regarding Little Trivia on the Prairie contest.
 - Letter from the Office of the Illinois State Treasurer Alexi Giannoulis regarding The Illinois Funds.
 - Letter from *The Reporter* regarding opportunity to advertise in Easter Coloring Book section.
 - Letter from Secretary of State Jesse White regarding per capita grant of \$13,364.66 awarded to the library.

7. Librarian's Report

- I was notified by the Illinois State Library that our library is not eligible for the Opportunity Online grant program.
- I provided additional information requested by Tria Architecture and will be meeting with Ron McGrath on Thursday.
- I showed the library's video at this morning's Marketing Special Interest Group meeting; it was very well received.
- The elevator needs to have a pressure test in order to pass inspection.
- We had some problems that prevented Vend-Print software to work properly—a wireless card failed, the computer on which the administrative software resides either has a corrupted hard drive or a failed mother board. The software was reloaded on another computer, the card was replaced, and the other issue is being diagnosed.
- Our circulation has increased somewhat each of the past few months, probably due to downturn of the economy.
- We began accepting e-mail addresses when patrons register. Patrons who indicate an e-mail address will receive hold notices and overdue notices via e-mail rather than post office; they also receive courtesy notices shortly before their materials are due.
- Zone administrators are interested in offering the Attorney General's Open Meetings Act workshop. A library system consultant offered to promote it to other libraries in MLS if we need to meet the minimum of 25 attendees. We decided this was a good choice of action, and will discuss further in New Business.
- Two people have been issued a one-month suspension from the library for various incidents. Concern was raised about people repeatedly doing things that warrant a suspension, and it was decided to further investigate this.
- Museums have been added to a group that will be offering museum passes to check out from the library. The passes would be available for a one-week time span, and there would be a computer system for checking out the passes. This is a grant through Macy's.
- There is a juvenile who has a number of fees on her account, she has been purchasing computer passes (which is allowed despite having fees). However, she loses the passes, or shares them with others. This will be discussed further in Policy and Personnel.

8. President's Report - None

9. Committee Reports

A. Building & Grounds Committee

- i. Interior Improvements—Carol will meet with Ron McGrath on Thursday.
- ii. Landscaping—Referred to committee.

B. Technology Committee

- i. Library video projector – Motion made by Phillip Lukacek, seconded by Ann Glynn for the purchase of a new projector not to exceed \$2000. The old projector will be kept for use as a backup.
- ii. Wireless network update – No update, still waiting on more information.

C. Marketing/Publicity Committee

- i. Library video – It was decided to ignore the few changes that were suggested to the video, and interest was expressed in making copies available and getting it on other forms of media and the web.
- ii. Additional Marketing/Publicity issues—None at this time.

D. Policy & Personnel Committee

- i. Salary Scale – Increases were discussed in executive session of the committee meeting. The committee’s consensus was recommended to the full board. The new wages will go into effect in accordance with each individual’s service anniversary.

Motion to move the non-exempt employees to the midpoint of their salary range in accordance with their anniversary dates occurring after July 1, 2009, with the exception that Pages A and B will be moved in accordance with their May, 2009, service anniversaries made by Kari Fickes, seconded by Ann Glynn.

Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Colleen McElroy

No: None

Motion to move exempt employees to the midpoint of the salary range in accordance with their service anniversary dates occurring after July 1, 2009, with the exception that the Administrative Librarian will be moved to the minimum amount of the salary scale in accordance with her service anniversary date of Feb. 13, 2009, made by Kari Fickes, seconded by Ann Glynn.

Yes: Kari Fickes, Ann Glynn, Phillip Lukacek, and Colleen McElroy

No: None

It was recommended by the board to budget for an increase to the Administrative Librarian’s salary and to move her salary to the midpoint range of her salary scale in accordance with her 2010 service anniversary.

- ii. Additional Policy & Personnel issues - It was decided to direct Carol to enforce the same rules for borrowing books to

using the other privileged-based services the library offers.

It was decided to amend the protocol for blackouts at the library as listed below:

Item 2 a to read: Remain calm. The building should be evacuated no later than 30 minutes after the blackout if it is safe to do so.

Item 2 f to read: The designated person in charge should notify or direct another staff member to notify the Administrative Librarian and all Board members; messages should be left if any person is not available.

Original item 2f becomes item 2 g.

Original item 2g becomes item 2 h.

10. Unfinished Business – It was decided to agree with Carol’s decision in denying the request for use of the meeting room.

11. New business – None

12. Set dates for committee meetings—Building & Grounds meeting should be scheduled when floor plan options are ready. Other committee meetings to be determined.

13. Public comment – None

14. Adjournment—Motion to adjourn the meeting by Kari Fickes, seconded by Ann Glynn.

The motion carried, and the meeting adjourned at 8:55 P.M.

Phillip Lukacek, Secretary

Kari Fickes, President