

Library Board Meeting
June 25, 2019
(Rescheduled from June 11, 2019)

1. Call to order—The meeting was called to order by President Tom Miller at 7:00 P.M.
2. Roll call—The following trustees were present: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday. K. C. McKenna Schlee and Bahira Karim were absent.
Also present: Administrative Librarian Carol Hall
3. Pledge of Allegiance
4. Oath of Office for Trustee Bahira Karim—She was unable to attend the meeting due to her husband’s illness; the oath can be administered by a Notary
5. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items a, b, c, d, and e was made by Karen Regan and seconded by Carol Looby
 - a. Approve minutes of May 14th Board meeting
 - b. Approve minutes of June 4th Policy & Personnel Committee meeting
 - c. Approve minutes of June 4th Policy & Personnel Committee Executive Session
 - d. Approve payment of monthly bills in the amount of \$56,781.96
 - e. Approve Treasurer’s Report

Balance, May 1	\$1,246,458.11
Revenues	15,102.27
Expenditures	56,781.96
Balance May 31	\$1,204,778.42

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday
No: None
6. Motion to approve Consent Agenda—Motion to approve the Consent Agenda was made by Wendy McCarthy and seconded by Karen Regan.
Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday
No: None
7. Public Comment—None present
8. Communications
 - Thank you note from Worth Police Department for support of Fraternal Order of Police

- Thank you note from Marrs Meyer American Legion Auxiliary for support of Poppy Day
- Proposal from O’Neill & Gaspardo for auditing services
- Proposal from HR Source for Employee Handbook Review
- Proposal from MicroEye to replace digital video recorder
- Proposal from Creativebug.com
- Agenda for July 1st Real Estate Development Board Hearing on special use for 6909 W. 111th St.

9. Librarian’s Report

- The Ice Cream Social is Friday from 6 – 8 P.M. Carol Looby and Melissa Soliday volunteered to help.
- Since there will be no ad for Worth Days, the VillageView newspaper inquired if the library would care to place an ad in a future, themed issue. Board members agreed that the Back to School issue in early August would be appropriate. A color business card size ad will cost \$100.
- Former trustee MaryAnn Richardson stopped in to say hello; she is retired and living in Colorado. Former trustee Michael Collins stopped by to donate a few audiobooks; he and Carol Sherman are downsizing. Their Worth house has sold, and they are moving to Palos Heights.
- Youth Services Librarian Bonnie Pawlarczyk conducted an extensive weeding of the Youth and Young Adult book collections. Weeded books that are in good condition were donated to the Worth School District for distribution among the schools.
- The Illinois Census website has brochures available in Spanish, French, Hindi, Chinese and Polish. The Census Bureau will provide language guides in 59 non-English languages for people requiring telephone assistance.

10. Committee Reports

- a. Policy & Personnel Committee—The Committee met June 4th and 11th regarding the Administrator’s evaluation.

11. Unfinished business

- a. Election of board officers—Motion to re-elect the current officers

President: Tom Miller

Vice-President: Bahira Karim

Secretary: Wendy McCarthy

Treasurer: Carol Looby

was made by Karen Regan and seconded by Tom Miller.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- b. Committee appointments—Board members are content with their current committees; no changes will be made at this time.
- Building & Grounds: K. C. McKenna Schlee, Bahira Karim, and Karen Regan
 - Finance: Carol Looby, Melissa Soliday, and Karen Regan
 - Marketing: Carol Looby, Wendy McCarthy, Bahira Karim
 - Policy & Personnel: K. C. McKenna Schlee, Carol Looby, and Wendy McCarthy
 - Technology: Bahira Karim, Melissa Soliday, and Karen Regan
 - Ethics: K. C. McKenna Schlee, Wendy McCarthy, and Melissa Soliday
- The President is an *ex officio* member of all committees

12. New Business

- a. Ordinance 2019-4 Non-resident Card Ordinance

Discussion:

- The library has not sold a non-resident card for more than twenty years.
- While there may be pockets of unserved areas in the suburban area, there do not appear to any unserved areas adjoining Worth's service area.
- Non-residents in unserved areas may secure a card at the library closest to them in accordance with Illinois law.
- There is no requirement to participate in the non-resident card program. The consensus was that the library not participate this year.

Motion that the Worth Public Library not participate in the non-resident card program was made by Tom Miller and seconded by Carol Looby.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- b. Approve audit proposal from O'Neill and Gaspardo—Motion to approve the audit proposal from O'Neill & Gaspardo was made by Karen Regan and seconded by Tom Miller.

Discussion: The company has provided auditing services to the library for many years. There have been no difficulties or issues with their work.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- c. Approve Employee Handbook Review project from HR Source—Motion to ratify the Administrative Librarian’s approval of the project was made by Tom Miller and seconded by Wendy McCarthy.

Discussion:

- The current Personnel Policy (employee handbook) is 7 years old and in need of review and updating.
- HR Source (formerly Management Association of Illinois) is well-qualified to handle the project.
- The library is a member of HR Source and will be charged the member’s rate.
- The proposal is less costly than hiring the library’s attorney.
- The project requires 10 – 12 weeks to complete.
- There was no quorum for the June 11th regular meeting, and rather than delay the project, the Administrative Librarian accepted the proposal.
- A Policy & Personnel Committee meeting should be scheduled to review the proposed policy; this can be done when the Chairperson returns from vacation.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- d. Approve proposal from MicroEye to replace digital video recorder—Motion to approve the proposal from MicroEye to purchase a new digital recorder and replace the old CRT monitor with a digital monitor was made by Karen Regan and seconded by Tom Miller.

Discussion:

- The new recorder is compatible with older, analog cameras as well as well as new high definition cameras. Adding a second hard drive will increase the storage capacity; this would also be helpful if additional cameras are added.
- It is estimated that recordings would be stored for about thirty days; when the drive is at capacity, the earliest recordings are overwritten.
- The DVR can record up to 16 cameras; we currently have 14 cameras.
- The current CRT monitor is from the original installation and not HD compatible. It would be replaced with a flat panel HD monitor that we already own.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- e. Approve proposal to add online resource Creativebug.com was made by Tom Miller and seconded by Melissa Soliday.

Discussion:

- This resource offers instructional videos for all types of crafts.
- It is produced by JoAnn Fabrics.
- It provides simultaneous access and includes public performance rights.
- Staff members were given a free short trial and were very pleased.
- It may take a while to accomplish the authentication setup.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- f. Approve Library Photography and Video Policy—Motion to approve the Library Photography and Video Policy was made by Wendy McCarthy and seconded by Karen Regan.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, Karen Regan, and Melissa Soliday

No: None

- g. Hotspot Lending Policy draft discussion

Discussion: The policy was adapted from those used by other libraries. Trustees found the rules for checkout, fines, and other details to be reasonable. No changes were recommended

13. Set dates for committee meetings—None set at this time.

14. Public comment—None present.

15. Adjournment—Motion to adjourn the meeting was made by Wendy McCarthy and seconded by Tom Miller.

The motion carried, and the meeting was adjourned at 7:50 P.M.

Secretary

President