

MINUTES OF THE REGULAR MEETING OF THE ZION-BENTON PUBLIC LIBRARY DISTRICT

June 28, 2016

President St. Cyr called the meeting to order at 6:03 p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Mull, Onan, and St. Cyr. Absent: Martin and Ridder.

Staff: Ryleigh Busch (6:15), Tara Caldara, Carol Dolin, Sarah Washkoviak, and Daryn Libasci.

Visitors: George Andersson, Sally Andersson, Kenneth J. Herdeman (Ehler's & Associates), Marty Butler.

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented.

Motion: Mrs. Driver moved to adopt the agenda as presented. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Mull, St. Cyr. Nay: none. Abstain: none. **Motion Carried.**

COMMENTS BY VISITORS:

Mr. Andersson said he left the Board two years ago just after Mrs. Dolin had been hired. He and the Board had worked to build the library over many years to be something of which the community could be proud. He is troubled by the poor morale in the staff and requested that the Board pay close attention and keep what we have. Mrs. Andersson has been a regular volunteer for two years and a library lover for life. She is present to support her husband and his statements to the Board. Daryn Libasci is a Library Assistant I for Materials Handling and represents the ZB Library Staff Association. She is present to learn what happens at the Board Meetings, to learn more about the trustees, and to make sure that everybody is okay. Marty Butler and represented the Illinois Dunesland Garden Club (IDGC) which requests to reserve space in the library for the duration of their 2016-2017 meeting room year. Representatives of IDGC spoke with Mrs. Dolin and Mrs. Driver prior to the meeting. IDGC is a library partner, contributes significantly to the community, and their meetings are open to all at no cost. While policy prevents a guarantee, their meetings are on the calendar and library partner programs take priority over other outside groups. We anticipate that the requested spaces will be available.

MINUTES

The minutes from the 5.24.16 regular meeting were presented.

Motion: Mrs. Driver moved to approve the regular minutes as presented. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Mull, St. Cyr. Nay: none. Abstain: none. **Motion Carried.**

The minutes from the 5.24.16 executive session were not available for this meeting. They will be presented for approval at the next regular meeting.

The minutes from the 5.31.16 finance committee meeting were presented. The meeting date listed on the agenda was incorrect. The minutes presented reflect the correct date of the 5.31.16 Finance Committee Meeting.

Motion: Mrs. Driver moved to approve the finance committee minutes as presented. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Mull, St. Cyr. Nay: none. Abstain: none. **Motion Carried.**

TREASURER'S AND INVESTMENT REPORTS

The Treasurers and Investment Reports were presented. Mrs. Mull asked about the 0% spent in the columns under supplies expenses on page 4. Mrs. Dolin explained that this fiscal year we did not

budget supplies for each department. Instead, we budgeted a pool of funds for supplies, but continued to tracked expenses by department. No budget was allocated, so there is no percent spent per department. Expenditures in the individual lines are combined and compared to the overall supplies budget. The overall supplies budget is 82% spent. Ms. Holmes asked about the Special Reserve expenditures on page 6, and why there was such a large sum for May in comparison to April. Mrs. Dolin explained that bigger projects were expensed in May. The Special Reserve budget is 47% spent.

BILLS

The list of bills for May 2016 was presented for review.

Motion: Mrs. Driver moved to approve payment of wire transfers and checks #40693-40724 and 40726-40789, in the amount of \$210,345.96. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

REPORTS

Finance Committee: Mrs. Driver reported that the Finance Committee had met and approved the proposed operating budget to be adopted later in the meeting.

Investments: Ken Herdeman from Ehlers Investments reported on the library investment portfolio. He asked about the library's investment policy on record with them, which had an adoption date of 1999. The Board reviewed and revised the policy on 6/23/2015, but it had not been received by them. Ms. Caldara forwarded it to Mr. Herdeman during the meeting. Ehlers manages investments of \$1.4 million for the library. Around 75% is invested in brokered CD's, and around 25% is invested in securities of US government sponsored enterprise. From the risk perspective, these investments are very safe.

Liquidity is a reflection of maturities. Our average rated maturity is 18 months, currently from October to December 2018. We can sell liquidity for cash if we need it. Our current yield is a gross average of 1.2%. After paying Ehlers our net yield is a little over 1%. Illinois Funds' average is 0.03%, so comparatively that is a big difference. The average wait of maturity is 60 days for Illinois Funds. Our library policy dictates what we can invest in and limits the level of risk we can take with investments. Ehlers does not have discretion, but they make suggestions to the signers. Ehlers must have prior approval from the signer(s) before taking any action. If approval is delayed, the investment opportunity might not be available, but there is almost always a similar option. Mr. Ridder asked about the Fannie Mae investment from November 2012. Mr. Herdeman said he thought it became callable today and he would likely be calling tomorrow to ask about reinvestment. The CD for Allied bank was reinvested. Mrs. Dolin asked about Ehlers' recommendations for signers on the account. Mr. Herdeman recommended having at least three signers on the account and four signers on file if two signatures are required. He recommended having at least one staff member on the account since the board members do not work at the library and can be difficult to reach when decisions need to be made and there are regular and frequent changes to the board, and it can be a long and difficult process to change signers, especially if you need to coordinate getting signatures from four people who meet once a month.

After School Program: Mrs. Mull took the students on an all-day field trip to Navy Pier and the Children's Museum. Some children braved the new Ferris wheel at Navy Pier.

LIBRARY DIRECTOR'S REPORT

Mrs. Dolin presented the statistical, narrative, and incident reports for June 2016. The amount of meeting room rentals has reduced significantly (<68%) since last year, which is due to more programs, not renting to private parties, adding the fee and the meeting room software upgrade, which had been very difficult for the public and staff. She met with representatives from the software company

at the ALA Conference to express her frustration and possibly negotiate a discounted price in the coming year. Trustees wondered about the materials categories of kits and miscellaneous. Kits include items like stamp kits in the adult collection and books with cassettes, Little Bits, or sets of items to go with the play kitchen. The number of miscellaneous materials added increased by 204% this year. This category includes laptops, Rokus, digital cameras, and other devices and puppets. Scheduled computer classes for adults are continuing to draw poor attendance, even when people register. Saturday programs and classes tend to see the best attendance. Adult Services reports that they continue to answer many technology questions between 9am and 11am and people often have to wait. eServices will staff the Computer Help kiosk starting at 9am.

INCIDENT REPORT

Incidents of note in May included a broken window and a patron drinking, who was suspended.

COMMUNICATIONS

- A Letter from the Illinois Dunesland Garden Club
- Accentuate the positive from a West Elementary School Teacher thanking Sarah Washkoviak for hosting her class at the library.
- Reaching Forward Report from Pat Jones
- Inspiring Nature Play: Climbing Higher at the Chicago Botanic Gardens report by Pat Jones
- Reaching Forward Report by Joy Washington
- Inspiring Nature Play: Climbing Higher at the Chicago Botanic Gardens report by Robyn Farnham
- Reaching Forward report by Sean Epple

TRUSTEE DEVELOPMENT

Mr. St. Cyr reviewed *Short Takes for Trustees: Part 8 Evaluating the Director*. Areas to be evaluated included staff relationship, meeting library goals, overall quality of performance, community relations, facility management, and board relationships. Mr. St. Cyr mentioned that it is best to provide constant feedback, and that it is unfair to bombard the director with feedback at the end of each year. Driver volunteered to present Part 6: Strategic Planning next month.

UNFINISHED BUSINESS

Director's Evaluation: The Charmm'd Foundation administered a survey to the staff and a self-evaluation to Mrs. Dolin, which was then submitted to the Management Team for their feedback and comments. The evaluation results, goal setting for this year, and the final year review will be discussed in executive session.

NEW BUSINESS

Prevailing Wage Ordinance

The Prevailing Wage Ordinance was presented for adoption. One amendment should be made to section 1: "---County" should be changed to "Lake County."

Motion: Mrs. Driver moved to adopt the amended prevailing wage ordinance. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, and St. Cyr. Nay: Ridder. Abstain: None.
Motion Carried.

Secretary's Audit

Mrs. Driver and Mrs. Onan volunteered to participate in the secretary's audit.

Non-resident Fee

Motion: Mr. Ridder moved to keep the same non-resident fee for the next fiscal year. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None.
Motion Carried.

Financial Ordinance Calendar

Motion: Mr. Ridder moved to approve the financial ordinance calendar. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

FY 16/17 Salary Schedule

Trustees asked about the educational requirements for the different tiers in the salary schedule. Starting pay rates vary depending on the level of education and experience, but in general the educational requirements for our staff are as follows: Assistant I: no high school diploma necessary; Assistant II: Some college preferred, high school diploma or equivalent required; Associate: Bachelor's degree preferred, some college required; Librarian and higher: Master's degree or equivalent combination of education and relevant experience required. Last year we increased starting pay to \$10 per hour for entry level positions in anticipation of an increase in minimum wage. No additional changes are recommended in those categories this year. The changes in the Salary Schedule are due primarily to new minimum salary required by changes to the Fair Labor Standards Act, which take effect on December 1. The new minimum base salary that will qualify as exempt is \$47,476, which is almost double the previous standard. This will cause many employees in the Associate, Librarian, and Supervisor categories to no longer qualify as exempt. The proposed new salary schedule increases to \$47,775 the top of the range for Category K, midrange for Category L, and bottom the range for Category M, so persons in those positions qualify as exempt. We must also add staff or plan to pay overtime for staff who will no longer qualify as exempt.

Motion: Mrs. Onan moved to approve the FY16/17 Salary Schedule. **Second:** Ridder. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

FY 16/17 proposed operating budget

The Proposed budget was presented to the Finance Committee on May 31, 2016. In addition to the recommended salary increases and adjustments for FLSA, a Minor furnishings and equipment budget line was added for clarity when dealing with individual pieces of furniture or equipment. In eResources, Brainfuse price increased significantly due to the increased use of the online tutoring service. We must consider dropping some less used eResources next year. 2016-17 Per Capita Funds were deposited, so we will use that funding to pay the FY 2015-16 portion of the Brainfuse invoice, which we had planned to defer to the next fiscal year. This will allow an additional \$19,000 for eResources content in the coming year. No decision was made about adding hours for fiscal year 2016-17.

Motion: Mr. Ridder moved to approve the FY 16/17 proposed operating budget. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

Schedule of FY 16/17 Regular Board Meetings

The proposed schedule of Regular Board Meetings was presented for adoption. November 22nd scheduled meeting was changed to November 29th.

Motion: Mrs. Driver moved to adopt the amended schedule of 16/17 regular board meetings as amended to move the regular Board Meeting to November 29. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

EXECUTIVE SESSION:

Motion: Mrs. Onan moved to enter executive session at 8:54 p.m. **Second:** Driver
Roll Call: Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None Abstain: None **Motion Carried.**

TIME OUT: 10:15 p.m.

Mrs. Dolin should schedule a meeting during the week of July 12 for executive session to discuss a staff grievance, reorganization of the staff due to senior staff resignation and retirements, and her evaluation.

ADJOURNMENT

Motion: Driver. **Second:** Onan. **Voice Vote. Motion Carried.**

The meeting adjourned at 10:23 p.m.

Approved: 07/26/2016

Signed: Matt St. Cyr
President

Attest: Amy Onan
Secretary pro tem

Recording Secretary: Carol Dolin, Ryleigh Busch