

Regular Meeting
January 16, 2007

Board Members Present: Reiz, Wilson, Yelick-Miller, Schuster

Board Members Absent: Sergott, Eubank

Staff Present: Feher, Harrison, Gunter, Fannon

Yelick-Miller called the meeting to order at 7:00 PM at the Kezar Branch Library.

No introductions were necessary.

Schuster made a motion supported by Reiz to approve the agenda. Ayes: All. Nays: None. Motion passed.

Wilson made a motion supported by Schuster to approve the minutes of the regular meeting of December 13. Ayes: All. Nays: None. Reiz abstained from voting. Motion passed.

Wilson made a motion supported by Schuster to approve the minutes of the Executive Session of December 13. Ayes: All. Nays: None. Reiz abstained from voting. Motion passed.

PUBLIC PARTICIPATION

There was no public participation.

FINANCIAL REPORT

November 30, 2006 Balance	\$1,202,075.96
December 31, 2006 Revenues	26,236.91
December 31, 2006 Expenditures	136,469.29
December 31, 2006 Balance	<u>1,091,843.58</u>
Debt Service Fund Balance December 31, 2006	665,003.39

Wilson made a motion supported by Reiz to accept the Financial Report. Ayes: All. Nays: None. Motion passed.

LIBRARY BILLS

Reiz made a motion supported by Schuster to approve payment of the library bills for the month of January. Ayes: All. Nays: None. Motion passed.

DIRECTOR'S REPORT

Harrison reported that circulation was up again for the month of December at both the Kezar and Graubner libraries. She noted that the people counter at Graubner may be having problems because the statistics did not seem accurate. Harrison noted the nice attendance numbers at several of the Adult Services programs and pointed out that the attendance numbers for teen programs had been steadily increasing.

Harrison reported on several facilities items informing the Board that notices had been placed in two newspapers seeking bids for soffit repair and that she had received four inquiries; of which two came by to pick up the specifications. Yelick-Miller said that they should discuss the bids at the regular meeting in February. Harrison told the Board that she and Pollock had gone to Emmet's Energy to look at fireplace screens and had decided on which one to purchase. The parking lot lights at Graubner were scheduled to all be replaced the next day. The community room was scheduled to be repainted the following week. Kezar gutters had been cleaned; the sump pump had been taken out to more thoroughly check its condition. Harrison told the Board that she had re-examined the porch problem at Kezar and her opinion was that it had been poorly done the previous time. Yelick-Miller suggested that when they do decide to repair the porch, the work should be done when the weather is warm, because the last time it had been done in the winter which probably caused the crumbling problems. Harrison recommended that the staff bathroom light in the basement be replaced. She stated that a mold specialist was coming out the next day to give her an assessment on conditions in the basement of Kezar with regard to any health or safety issues in addition to guidelines on how to properly dispose of any materials currently stored in the basement.

Harrison added that she had posted the job for the Adult Services Librarian. She also told the Board that Children's Services Librarian, Chuck Schacht would be out on medical leave for approximately six weeks. She also informed the Board that Library Assistant, Tami Wertz was unable to work her forty-hour per week position. Therefore, Harrison would create two, twenty-hour positions to accommodate Wertz's restriction. However, she stated that she would wait until she figured out what she would be doing with staffing at Kezar before posting the second, twenty-hour position. Yelick-Miller suggested Harrison run this by the two union representatives, Cooley and Blevins.

Harrison updated the Board on the new computer filtering system and informed them that she had met with the administrative staff to reach a consensus on how best to use the new filtering system. She said they had decided to filter all of the library computers, and

librarians would be responsible for allowing adults to bypass the filter if they requested it at the reference desks.

OLD BUSINESS

Harrison informed the Board that she had received information from union stewards Blevins and Cooley that staff was concerned about the new timekeeping policy on the grounds that it would be a change in working conditions and in violation of the union contract. Harrison stated that she had then contacted the attorney and he had stated that because she was changing only the method of timekeeping and not the conditions, he assured her that the policy is in no way a violation of the union contract. She said she would relay this information to the union representatives the next day. Harrison stated that she was planning on meeting with all staff at each department meeting to explain the new system and answer any questions.

Yelick-Miller asked what our current policy was with regards to patrons having drinks in the libraries. Harrison stated that our current policy was no food or drink in the library. Feher reminded the Board that the staff had been polled regarding their feelings towards allowing patrons to bring food and drink into the library and they overwhelmingly stated that they would prefer not to allow it. Yelick-Miller stated that since the staff would be the ones who would have to deal with it and they had voiced a majority opposition to it just recently, then the current policy should stand.

Reiz asked for an update on the status of partnering with the Romeo DDA at the Kezar branch. Harrison stated that, as a courtesy, she had wanted to first contact the Locke family who donated the money for the study rooms before she committed to allowing the DDA use of the room. She suggested the tutorial room would be the most likely room for them to use because it was the least used of the three study rooms.

NEW BUSINESS

Harrison presented a draft copy of a legal employment agreement for the Administrative Assistant. She stated that the attorney had used both the Director's agreement and the proposed new unit's contract as guidelines when compiling the contract. Harrison pointed out that the attorney had left out a provision for opting out of the health insurance plan and had incorrectly placed the employee in the wrong retirement plan. Yelick-Miller suggested they include what the position's hourly overtime rate would be. Harrison pointed out that there was nothing in the contract that would guarantee an annual cost of living increase. Harrison suggested the Personnel Committee meet to discuss the proposed contract and the job description so that they would have both the new job description and contract to present together at the regular meeting in February.

Wilson made a motion supported by Reiz that the Board enter into closed session to discuss union negotiations. Ayes: All. Nays: None. Motion passed.

The Board entered into closed session at 8:06 PM.

Schuster made a motion supported by Reiz to end the Executive Session. Ayes: All. Nays: None. Motion passed.

The Executive Session ended at 8:45 PM.

A roll call vote was taken on approving the contract for Unit 91 of Local 412. Wilson: Nay. Reiz: Nay. Yelick-Miller: Nay. Schuster: Nay. Motion denied.

Harrison distributed a copy of a revised job description for Branch Librarian. Yelick-Miller asked if Harrison would be posting it immediately and Harrison stated that it would have been easier to hire a Branch Librarian if the contract had been approved, especially with respect to starting salary. Yelick-Miller pointed out that Harrison had hired a Head of Adult Services without the contract being signed. Harrison pointed out the changes in minimum qualifications with the addition of a year's experience as a professional librarian. She had also added that required knowledge for the position would include the proven ability to supervise others, which was similar to the Head of Adult Services position. Schuster made a motion supported by Reiz to accept the job description for Branch Librarian. Ayes: All. Nays: None. Motion passed.

Harrison informed the Board that Charlaine Ezell of The Extra Edge would like to come to the next regular Board meeting to work together on the mission statement and discuss the strategic plan in a brainstorming session. The Board requested that Harrison ask Ms. Ezell for a list of questions via email so that the Board members can be prepared to answer the questions. Board members also want to know from Ms. Ezell what the community wants before they can begin their planning process. Harrison will relay to Ms. Ezell that the Board prefers she email the mission statement to them rather than in person because of time constraints.

Schuster made a motion supported by Reiz to adjourn the meeting. Ayes: All. Nays: None. Motion passed.

Meeting adjourned at 9:05 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary

