

**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
Monday, April 11, 2016 at 6:30 PM  
WORKROOM**

**Call to Order and Roll Call for Board of Trustees Meeting**

President Steve Larson called the meeting to order at 6:34. Trustees present were Larson, Carol Anderson, Joeine Dergo, Linda Jones, Jamie Lain, & Michelle Pruum. Absent was Doug Pryor. Also attending were Jill Baetiong, youth services manager, four members of the public, Lorene Kennard, director, (via speakerphone) and Jean Peterson, recording secretary.

**Review of Agenda for Additions/Changes**—Dergo thanked the MAPL staff and trustees for the plant. Dergo questioned if the children will be meeting downstairs for their story times. Kennard said it would be if the remodel goes into effect. Anderson said the Policy committee will meet Sunday, June 12 at 1:00 instead of 6/10. Jill Baetiong started 3/29/16 and briefly explained her goals for the children's department.

**Public Comment**—none

**Review and Approval of Minutes of the Meeting on March 14, 2016**—Motion was made to approve the minutes from March 14, 2016 by Anderson and seconded by Larson. Roll call vote was taken and all approved.

**Review and Approval of Bills & Payroll**—It was mentioned that the bill to First Midwest Bank for the safe deposit box rent be updated with new signers and to see what exactly is in the box. Kennard is to contact FMB to find out who is able to open the box. Anderson motioned to approve the Bills & Payroll and was seconded by Jones. Roll call vote was taken and all approved.

**Review and Approval of Treasurer's Report and Financial Reports**—Jones motioned to approve the Treasurer's and Financial Report's and was seconded by Anderson. Roll call vote was taken and all approved.

**Director's Report**—Kennard mentioned sending a welcome email newsletter regarding programs and services.

**Old Business**

- a. Chapin Street Property—Motion was made by Anderson to advertise the appraiser's specs 4/21/16 & 4/28/16 and accept sealed bids to be opened at the June 13, 2016 board meeting at 6:15 and seconded by Dergo. Roll call vote was taken and approved with Lain & Pruum abstaining.

**New Business**—None

**Committee Reports**

- a. Personnel—Carol Anderson is the new Chairperson. Carol's evaluation tool for the rest of the staff was approved. Reviews are to be done on the anniversary date after July.
- b. Policy-Future committee meetings: April 24, May 15, and June 10 at 1 PM (should be June 12 at 1 PM).

➤ Hiring

- Current language - Other employees shall be hired by the Library Director. The assistant director shall be hired by the Library Director with approval of the Board of Trustees.
- Proposed language - All full-time employees or IMRF-eligible employees shall be hired by the Library Director with approval of the Board of Trustees.

➤ Promotion, Demotion, Suspension, Termination and Dismissal

- Suggested changes - After the paragraph heading add the following sentence: **All employment status changes are subject to the approval of the full Board.**
- Item 1 shall read: Promotion: Appointment and promotion shall be based on merit. **Promotion to full-time or IMRF status is subject to Board approval.**
- Item 2, 3, & 4 remain the same.
- Item 5 shall read: Dismissal: Any employee may be dismissed with or without cause, at any time. Dismissals shall be at the discretion of the Library Director. **Dismissals of full-time or IMRF-eligible employees are subject to the approval of the Board.**

➤ Professional Development

- Suggested changes - Employees are encouraged to attend professional meetings. **All costs of attendance at professional meetings, including travel costs, in excess of \$250 per person must be pre-approved by the Board.** Work schedules, at the discretion of the Library Director, may be arranged to permit rotation of such attendance by all interested staff members, so long as normal operation of the Library is not affected. Remittance for travel at the rate allowed by the Internal Revenue Service shall be paid by the Library. **Employees must submit receipts for reimbursement, subject to the approval of the Board.**

Anderson motioned to approve hiring proposed language and was seconded by Jones. Roll call vote was taken and all approved.

Jones motioned to approve promotion, demotion, suspension, terminations and Dismissals and seconded by Anderson. Roll call vote was taken and all approved.

Anderson motioned to approve professional development as in red and was seconded by Jones. Roll call vote was taken and all approved.

c. Finance

- Draft of FY17 budget—Kennard said there is a projected 1.5% increase in corporate.
- Proposal—Close Illinois ePay account and fold it into Illinois Funds account.

Pruim motioned to close IL ePay account and fold into IL Funds account and was seconded by Jones. Roll call vote was taken and all approved.

d. Building

1. Chapin Street house—bidding process—see Old Business

Executive Session—none

Adjournment—Motion was made by Pruum to adjourn the meeting at 7:45 P and was seconded by Anderson. Roll call vote was taken and all approved.

Submitted by

Michelle Pruum  
Secretary

Jean Peterson  
Recording Secretary