

**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
Monday, February 8, 2016 at 6:30 PM  
Multipurpose Room**

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

President Steve Larson called the meeting to order at 6:30. Trustees present were Larson, Carol Anderson, Joeine Dergo, Jamie Lain (arriving at 6:55), Michelle Pruum, and Doug Pryor. Absent was Linda Jones. Also attending were Lorene Kennard, director and Jean Peterson, recording secretary.

**Review of Agenda for Additions/Changes**—Dergo added artifacts, figurines, and homeless to new business.

**Public Comment**—none

**Review and Approval of Minutes of the Meeting on January 11, 2016**—Motion was made to approve the minutes from January 11, 2016 by Anderson and seconded by Dergo. Roll call vote was taken and all approved

**Review and Approval of Bills & Payroll**—Pryor motioned to accept the updated Bills & Payroll presented 2/8/16 and was seconded Larson. Roll call vote was taken and all approved.

**Review and Approval of Treasurer's Report and Financial Reports**—Pruum 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**

**Old Business**

- a. Strategic Plan—RFP example included in the packet—It was discussed to not go through the entire process and to get a rough estimate for the budget.

**New Business**

- a. Proposal to replace two photocopy machines with one new one (will send separately). It was discussed to go out for bids and to Buy-not lease the machines and to check the Joliet area for other bids. Kennard is going to contact Coal City and other local libraries for suggestions. This is to be on the agenda for March.
- b. Artifacts—It was motioned by Pryor to hang the pictures in the library and seconded by Anderson. Roll call vote was taken and all approved. Per vote on 3/14/16, minutes were approved with the following amendment that the insurance covered the paintings in our building. Kennard is to check with Debbie Steffes (Local History) for information regarding the background of the two paintings and display a plaque with the pictures that they were donated.

- c. Figurines—Janet Beck, daughter of Ethel Gregg, requested that the Beatrix Potter Figurines be given back to the family whenever the library no longer wants them displayed.
- d. Library closures—Pryor motioned that all non-emergency closures require Board approval. Emergency closures will be at the Director’s discretion with advice and consent of Board President. Carol Anderson seconded the motion. Roll call vote was taken and all approved.
- e. Homeless—It was decided to treat all patrons alike.

### **Committee Reports**

- a. Personnel—Approval of director evaluation tool—This will be done annually in July and bring back to the Board. Larson motioned to approve the evaluation of library director and was seconded by Anderson. Roll call vote was taken and all approved. Lain left at 7:45 PM before vote was taken.
- b. Policy—The Policy committee will regularly begin meeting on the third Sunday of the month at 1:00 PM—Once the policy committee makes a suggestion, the full Board is to have input on what is compiled.

#### **Section 5 Personnel Records/Employee Evaluations – Director Evaluation**

- Current language – Each employee will be given an annual performance review. The Library Director will conduct these reviews and the personnel files will be documented with the results of this interview. The Library Director will also be reviewed in the same manner by the Executive Committee (Officers) of the Board of Trustees
- Proposed language – Each employee will be given an annual performance review. The Library Director will conduct these reviews and the personnel files will be documented with the results of this interview. The Library Director will also be reviewed in the same manner by the full Board of Trustees.

#### **Appendix F Group Insurance Eligibility and Guidelines for Reimbursement of Deductible**

- Current language – Employer Contributions: Classification B: Employees enrolled on or after June 1, 2013 – 100% of individual coverage will be paid by the employer. Employees may purchase dependent coverage at their own expense.
- Proposed language – Employer Contributions: Classification B: Employees enrolled on or after January 2014 - 80% of premium will be paid by the employer. 20% of premium will be paid by the employee. Employees may purchase dependent coverage at their own expense.

#### **Section 3 Fees and Charges**

- Current language – The charge for lost items is the list price of the item plus accumulated fines. No refunds for lost items will be given after two (2) months. The receipt issued for payment of lost items must be turned in to receive a refund within the two (2) month period.
- Proposed language – The charge for lost items is the list price. No refunds will be given after payment is made for the missing item.

#### **Section 3 Application Requirements**

- There is currently no language for library card renewal.

- Proposed language – Application Renewal Requirements - Current library card holders must show a current photo ID indicating residency in the library district. If the address on the current photo ID doesn't match actual current address, library card holders must present as proof of residency one of the following documents: current month's utility bill, current lease agreement and/or property tax statement.

Motion was made by Anderson to approve change of Section 5 language and seconded by Pryor. Roll call vote was taken and all approved.

Pryor motioned to align manual with current practice for employee health insurance premium of 80% paid by employer for employee and 20% by employee. Motion was seconded by Larson. Roll call vote was taken and all approved.

Anderson motioned to amend Section 3—Once missing item is paid for, no refunds—language as presented effective February 9, 2016.

Larson motioned to accept language as written on agenda regarding application renewal requirement and was seconded by Dergo. Roll call vote was taken and all approved.

**a.** Finance—Nothing to report

**b.** Building

1. Chapin Street house—Does the board want to keep or sell the property?

Motion was made by Pryor to consider disposal of house via Sale and was seconded by Pruim. Roll call vote was taken and all approved.

Dergo will get in touch with Shawn Hornsby for the appraisal.

Executive Session

Personnel

Motion to enter executive session at 8:22 PM was made by Anderson and seconded by Pruim. Roll call vote was taken and all approved. Motion was made by Pryor to adjourn executive session at 8:46 PM and seconded by Larson. Roll call vote was taken and all approved.

Submitted by

Michelle Pruim  
Secretary

Jean Peterson  
Recording Secretary

