

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

1. Call to Order and Roll Call for Board of Trustees Meeting
2. Review of Agenda for Additions/Changes
3. Public Comment
4. Review and Approval of Minutes of the Meeting on January 11
5. Review and Approval of Bills & Payroll
6. Review and Approval of Treasurer's Report and Financial Reports
7. Director's Report
8. Old Business
 - a. Strategic Plan – RFP example included in the packet
9. New Business
 - a. Proposal to replace two photocopy machines with one new one (will send separately)
10. Committee Reports
 - a. Personnel – Approval of director evaluation tool
 - b. Policy – The Policy committee will regularly begin meeting on the third Sunday of the month at 1:00pm.

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.

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- 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.

c. Finance

d. Building

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

11. Executive Session

Personnel

12. Adjournment

All topics on the agenda are potential action items.

The Morris Area Public Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the library administrator (815-942-6880) promptly to allow the Morris Area Public Library District to make reasonable accommodations for those persons.