



Morris Area Public Library
December 13, 2021
Board of Trustees General Meeting Minutes
6:00 pm
Morris Area Public Library Conference Room

Minutes-

1. Call to Order at 6:32 P.M.
2. Roll Call- Anderson, Cummings, Minett and Porth present. Also present were Library Director Mai and guests: Burton, and Christensen. Absent were Davy, Dergo, and Lawrence.
3. Review of the Agenda for Additions/Changes
 - a. The President's report has points A, i and ii. on the updated agenda.
4. Correspondence, Communications, and Public Comment
 - a. A Christmas Card was received from M. Lord.
5. A motion was made to approve the Board Meeting Minutes from the November 8 regular meeting. Minett moved to approve meeting minutes and Porth seconded. Approved 4-0.
6. Directors Report
 - a. On January 19, the library will be closed for an All Staff Training Day.
 - b. Also the week of Jan 17 - 22, Adams Painting will be painting the basement and all programs for that week have been cancelled or rescheduled. He is volunteering his time and talents.
 - c. The Library's monthly newsletter is going out to all in email form. The goal is to have it out the second week of the previous month.
 - d. Lindy Kowsky is working with the Agriculture Department of JJC to plot out our pollinator flower beds.
 - e. Allan Morris made a donation to the Children's Department in his mother's name.
 - f. There were some great numbers for our November programs.
 - g. Working with TBS and would like to earmark funding for this improvement with 2022's Per Capita Grant.
 - h. Allan Sandoval is December's employee of the month.
 - i. Planning has started for 2022's Summer Reading Program. The theme is Off The Beaten Path.
 - j. The Audit has been handed out to be reviewed and discussion will take place in the January Regular Board Meeting.
 - k. Judy Johnson and the 1961 MCHS Reunion Committee made an unencumbered donation to the Library.
7. President's Report
 - a. Motion to accept a resignation and declare a vacancy with the following corrections: from the heading fix the spelling of vacancy, and remove to appoint a new trustee , remove (Sandy Lawrence vacancy), and change accept to accepts under The Library Trustees hereby. Motioned by Anderson and seconded by Cummings. Approved 4-0.
 - b. Two people have indicated an interest in the board trustee position and are invited to the January General Board Meeting to discuss the position.
8. Vice President's Report
 - a. Downers Grove H.S. had a meeting about censorship as more books are challenged across the country.
 - b. There will be another program available to learn about strategic planning.
9. Financial Report
 - a. A letter is requested from J. Rachlin from Meristem Financial and Kaeleigh Walters from Macchietto-Roth and company pc about the fixed equations on the spreadsheet and what the adjustments mean.

- b. Motion to accept the financial report 8A- 8d for November and December with requested recommendations to be made for January financials. Motioned by Cummings and seconded by Porth. Approved 4-0.

10. Committee Reports

- a. Finance Committee
 - i. Work needs to be done on developing a policy for investments with a goal to have a draft policy by the March meeting.
 - ii. Information is requested from Friends of St. Paul and Grundy County Foundation.
- b. Technology Committee
 - i. Hold off on TBS until later.
- c. Strategic Plan Committee
 - i. None / No current Chairperson
- d. Personnel Committee
 - i. Will be dealt with in closed session today.
- e. Policy Committee
 - i. Review of the policy committee meeting
 - 1. Policy changes: p 3 . Outside of necessary Board duties, Trustee are regular patrons and as such are not exempt from late fees, fines and other user fees in the Library System.
 - 2. Under the new Trustee section it states the new Trustees will review and sign a Trustee Ethics Statement which will be included in the binder of Trustee information.
 - 3. Trustee eligibility requirements were added to the board packet. Candidates must be a minimum age of 18, live within the Library district, be a patron in good standing, not be in violation of the Library Board's nepotism policy and be otherwise fit to serve as mandated by law. Due to the inherent conflict of interest, no employee shall, after termination of service or employment with the Library Board, be eligible to serve as Library Trustee, unless by a super majority of the Library Board.
 - 4. Changes to the Benefits section reflect current practices. Employees working at least 32 hours per week on a year-round basis are eligible for participation in the Library's group insurance plan. Coverage will begin 30 days after the first day of work. The plan includes medical, dental, vision, and life/Accidental Death and Dismemberment(AD&D) insurance. Eligible employees may elect to opt out of the medical part of the plan at any time, with enrollment and/or re-enrollment to be determined by the insurance provider's policies at a qualifying event or during open enrollment. Enrollment in the life /AD&D insurance is required for all eligible employees and cannot be opted out of. The amount of employer contribution and the cost of coverage will be determined by the Board and reviewed on a regular basis and provided in an annual table.
 - 5. Employment work breaks, and requested time off changes . Employees who work at least seven and a half continuous hours must take an unpaid lunch break of at least 30 minutes based on Illinois law, and it must start no later than five hours after the beginning of the shift. Staff may combine their two fifteen minute breaks with their lunch break for a 60 minute break (30 minutes of which is unpaid). Staff members who combine their break with their lunch will not have any other paid breaks throughout the day.
 - 6. Drugs and Alcohol policy revisions. The illicit manufacture, use, possession , or distribution of controlled substances, look-alike drugs, drug paraphernalia, medical marijuana, e- cigarettes and the manufacture, use, possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statute , at any time, is not permitted at any Library location. Alcohol, drug or illicit substance use that poses a threat to the health and safety of employees or patrons in the Library may result in disciplinary action up to and including termination of employment.
 - 7. Fine Free Policy not completed yet.

8. Motion to accept the changes to the following Board Policies: 1) The New Trustees Ethics Statement, 2) the Library Board Trustee Eligibility Statement, 3) The Insurance benefits revisions, 4) the Work Break changes , and 5) the Drug and Alcohol policy. Motioned by Minett and seconded by Porth. Approved 4-0.
9. Motion we have consent decree for policy 11/3 committee meeting and special board members meeting from 11/18. Motioneed by Cummings and seconded by Minett. Approved 4-0.

f. Facilities Committee

- i. Work is continuing on the pollinator garden and painting the basement.

11. Unfinished Business

- a. None

12. New Business

- a. None

13. Executive Session

- a. A closed session for personnel with the possible action to follow.
 - i. Executive session pursuant to 5ILCS 102/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body against legal counsel for the public body to determine its validity.
 - ii. Executive session pursuant to 5ILCS 102/3: the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

14. Action on Executive Session

- a. A motion to go into closed session to discuss personnel at 7:17. Motioned by Anderson and seconded by Cummings. Approved 4-0.
- b. Motion to move to open session at 7:54. Motioned by Anderson and seconded by Cummings. Approved 4-0.
- c. Motion to accept the evaluation from Trustees for Director R. Mai. Motioned by Cummings and seconded by Minett. Approved 4-0.
- d. Motion to accept the salary increase for the Director as discussed in closed session to start January 1, 2022. Motioned by Anderson and seconded by Porth. Approved 4-0.
- e. Motion to accept the Ordinance to Accept a Resignation and Declare a Vacancy . Motioned by Minett and seconded by Porth. Approved 4-0.

15. Other

- a. none

16. Adjournment - Time 7:57 - Cummings motioned to adjourn, seconded by Porth. Approved 4-0.

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 for the facilities, are required to contact the library administrator at (815) 942-6880 x116 promptly to allow the Morris Area Public Library District to make reasonable accommodations for those persons.

Angelique Minett, Board Secretary

