

## Havana Public Library District Board Meeting

July 28, 2016

The meeting was called to order at 5:33 PM by Vice-President Mark McGrew. Members present were Stephanie Howerter, Jan Hurley, Mark McGrew, Marty Balbinot, Father Fedosuk and Cathy Toncray and Brian Lesemann. Also present was Librarian Nancy Glick, Ellen Mibbs, Jane Frazier and Jessica Hughes.

### **President's Report**

August 11, 2016 Phil Lenzini will be in attendance for review of the tax levy and to answer any possible personnel questions related to the personnel manual.

### **Secretary's Report**

The minutes of the July 14, 2016 meeting were reviewed. A motion was made by Father Fedosuk and seconded by Jan Hurley to approve the July 14, 2016 minutes as presented. Motion passed by roll call vote.

### **Correspondence, Communications, Public Comment**

A thank you note was received from Nancy Glick, as well as, medical documentation releasing her back to work with no restrictions. Stephanie Howerter asked that a Thank-you note be written to Marla Turgeon at the Spoon River College (SRC) Library in Canton to express our gratitude for the bookends that are now being utilized at the Havana Public Library.

### **Treasurer's Report**

Father Fedosuk reported that roughly \$138,000 - \$139,000 was received from the tax levy. The monthly budget review was presented that included June's bills and receipts. A motion was made by Stephanie Howerter and seconded by Mark McGrew to pay the rental fee of \$170 to Havana Park District for the summer program pool party. Motion passed by roll call vote.

### **Librarian's Report**

Ellen Mibbs reported that weeding had been completed through the easy section. Boxes are being shipped out daily and an assembly line process is making things move quicker.

Nancy Glick reported that newspaper boxes would be moved on Friday. The Hope Chest has collected items that have been removed from 213. John Kachanuk will revisit 213 on August 5 to check the progress on the clean-up. Riverside Retirement Club (RRR) wants the 6 chairs and piano at 213. The Club will have until the end of August to pick up the items. Havana School District #126 will be taking some of the plastic magazine holders. Dan Pitcher is taking one spinning rack, which leaves four unspoken for.

There is one table and a set of chairs that need to be taken to Bath. There is also a rotating rack in Bath that needs to come back to the Library. Brian Lesemann indicated that he would assist with these moves.

### **Staffing/ Personnel**

Nancy is now back to work full-time. She shared that no chemotherapy will be needed and a reevaluation will take place in 3-months.

There were over 1,069 books accessioned and 155 discarded. A rough estimate of 8-9,000 items have left the library during the month of July.

### Committee Reports

Job descriptions have been reviewed and returned by all staff. These should be presented at the August Board meeting. The Personnel Manual will follow the completion of the job descriptions.

### **Unfinished Business**

The City of Havana took some chairs from 213. The remaining chairs at 201 and 213 will be looked at for use in 213. A decision will then be made on how many we need in 213; the chairs will be utilized at the table located at 213.

### **New Business**

The clock at 201 was not working. Mark McGrew offered to have someone look at the clock and possibly make necessary repairs.

A new timesheet process will be implemented for all employees. This will allow for accurate daily tracking of employee's hours and any used benefit time.

Marty Balbinot presented the idea to outsource payroll. Bonnett Accounting in Havana will charge \$160 per month, with a one-time setup fee of \$50. Their services will include; payroll, quarterly reports, IMRF, and W-2s. Marty stated that by outsourcing the payroll there will be more accuracy and a timely turn around for reporting. A motion was made by Marty Balbinot and seconded by Father Fedosuk to outsource payroll with Bonnett Accounting. Motion passed by roll call vote.

To coincide with the new timesheet process, an idea was presented by Stephanie Howerter to move to a 26-pay period. Currently, a 24-pay period is used. A motion was made by Brian Lesemann and seconded by Marty Balbinot to approve the new timesheet and adopt the 26-pay period. Motion passed by roll call vote.

Clarification was still needed on hourly and salaried employees. The only salaried employees are Nancy Glick and Ellen Mibbs. All other employees are hourly. The Board will decide when overtime is appropriate for employees.

A Disciplinary Policy was presented and reviewed. The policy outlines the progressive disciplinary actions that will be taken with employees. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the adoption of the Disciplinary Policy. Motion passed by roll call vote. Cathy Toncray abstained.

RAILS (Reaching Across Illinois Library System) has a partnership with Management Association. The partnership allows libraries to join the Management Association and take advantage of the programs/assistance they provide such as; information resources (HR), training and education, and professional services (Job Descriptions). A motion was made by Marty Balbinot and seconded by Stephanie Howerter to become members of the RAILS partnership with Management Association for the amount of \$200, or a lower prorated amount. Motion passed by roll call vote.

**Other**

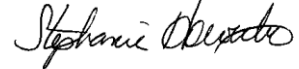
The Oath of Office was administered to newly appointed Board member Cathy Toncray.

A motion was made by Stephanie Howerter at 6:34 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Jan Hurley. Motion passed by roll call vote.

7:40 PM a motion was made by Mark McGrew and seconded by Marty Balbinot to come out of closed session. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 7:41 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Howerter".

Stephanie Howerter, Secretary