

**Ella Johnson Memorial Public Library District  
Minutes of the November 28, 2011 Regular Meeting of the Board of Trustees**

The regular meeting of the Board of Trustees of the Ella Johnson Memorial Public Library District was called to order by board president Barbara Brust at 7:38 p.m. Present at the meeting were trustees Lori Dreher, Judith Pokorny, Luann Sarro, Kathryn Tamms and Linda Wallace. Also present were library director Carol Schrey, library consultant Arlene Kaspik, and trustee appointee Ken Crawford.

**Changes/Corrections to the Agenda:** Added personnel manual policies “at-will employment” and “flex time” to list under *New Business*. They had been inadvertently omitted.

Questions/Comments: None

**Minutes:** Motion Wallace, sec. Sarro to approve as corrected minutes of the October 24, 2011 regular meeting. Brust-Y, Dreher-Y, Pokorny-Y, Sarro-Y, Tamms-Y, Wallace-Y. Motion carried.

Motion Pokorny, sec. Wallace to approve minutes of the November 8, 2011 special meeting. Brust-Y, Dreher-Y, Pokorny-Y, Sarro-Y, Tamms-Y, Wallace-Y. Motion carried

**Treasurer’s Report:** Motion Tamms, sec. Wallace to approve for payment November, 2011 bills in the amount of \$27,683.53. Brust-Y, Dreher-Y, Pokorny-Y, Sarro-Y, Tamms-Y, Wallace-Y. Motion carried.

**Director’s Report:** A rooftop HVAC unit needs to be replaced. Director Schrey is obtaining bids for this project. New AV shelving will be ready for installation between Dec. 5 and 16. The Kane County EAV report shows a 3.5% decrease from last year, a smaller decrease than the previous year. Director Schrey learned at the PrairieCat Delegates Assembly that six Joliet-area libraries are considering withdrawing from the PrairieCat system, which would have as yet undetermined financial consequences for remaining members. The ILS committee is investigating alternative options for our circulation system/public catalog to replace the SirsiDynix system when the contract ends in August, 2012. The Mediacom line and new firewall have been installed. Windows 7 updates and extra memory are being added to all staff/public computers, which should extend the life of the machines for another 2-3 years. E-Reader circulation began on November 15. All seven units have seen steady use, and holds have been placed on the Nooks. Additional E-readers may be purchased with remaining per capita grant funds.

President’s Report: None

**Unfinished Business:** Motion Sarro, sec. Pokorny to transfer unexpended funds from FY2010-2011 in the amount of \$43,121.03 to special reserve. Brust-Y, Dreher-Y, Pokorny-Y, Sarro-Y, Tamms-Y, Wallace-Y. Motion carried.

**New Business:** Ken Crawford was sworn in as trustee to fill vacant board seat.

Motion Wallace, sec. Dreher to adopt Tax Levy Ordinance 2011-11-01. Brust-Y, Crawford-Y, Dreher-Y, Pokorny-Y, Sarro-Y, Tamms-Y, Wallace-Y

Personnel Manual Policies:

The following policies were approved as modified:

- Overtime pay
- Payroll deductions
- Progressive discipline
- Staff development
- Staff library cards
- Sunday pay differential
- At-will employment

The following policies were approved in the consent agenda at the Nov. 14 special meeting:

- COBRA
- Media and press inquiries
- Personnel records
- Petty cash
- Verification of employment

The following policies were approved without further modification:

- Acceptable use of library resources
- Hiring of personnel
- Attendance
- Bodily fluids/blood-borne pathogens
- Breaks

[Trustee Wallace left the meeting at 8:45 p.m.]

- Chain of command
- Children in the workplace
- Dress code
- Emergency closings
- Emergency contact/medical information
- Exit interviews
- Flex time
- Grievances
- Holidays
- Incidents
- Insurance information
- Introduction to policy manual
- Jury duty
- Probation
- Retirement
- Review of policy/procedures
- Separation from employment-involuntary
- Separation from employment-voluntary
- Solicitation
- Time sheets
- Work week/scheduling
- Accidents

- Cell phones/texting
- Application for employment
- Benefits
- Credit card
- Drug-free workplace
- FMLA
- Maternity/family leave
- IMRF
- Insurance
- Personal leave
- Pre-employment background check
- Receipt of policy manual
- Sick leave
- Vacations
- Workplace harassment
- Military leave
- Ethics
- Salary administration

Executive Session: None

Open Discussion: None

The meeting was adjourned at 9:41 p.m. by president Barbara Brust.

Respectfully submitted,  
Kathryn Tamms, Secretary