

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT  
FEBRUARY 21, 2006  
REGULAR BOARD MEETING @ 7:00 P.M. @ LOCKPORT**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

Vice-President Jeanne Juricic called the Regular Board Meeting to order at 7:00 p.m. Board members present: Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, and Christine Siegel. Ann Lopez arrived at 7:20 p.m. Board member absent: Reno Caneva.

Staff present: Director Jerry Mackay, Assistant Manager Beverly Krakovec, Bookkeeper Debra Chapp, Head of Reference Shannon Pohrte, and Circulation Services Professional Laureen Guthrie.

**PUBLIC COMMENTS**

There were no public comments.

**MINUTES**

*William Diaz moved to approve the minutes from the January 17, 2006 Regular Board Meeting. Danny Gaddis seconded the motion.*

*All voted aye to approve the minutes. Motion carried.*

**CORRESPONDENCE**

Newsletters from Prairie Area Library System, Lockport Chamber, Romeoville Chamber, and the Joliet Chamber of Commerce were available for viewing.

- Notice from the City of Crest Hill regarding proposed annexation of territory within Des Plaines Valley Public Library District to the City of Crest Hill.
- Per Capita Grant award letter from the Office of the Secretary of State. Grant amount awarded was \$65,913.58.
- Communications to Valley View Schools and Village of Romeoville requesting the District's web link is added to their respective web pages.

William Diaz suggested the District's website should be more organized and have scrolling banners/marquees drawing attention to upcoming events and programs. Jerry Mackay said that Michael Pezan was considering a reorganization of the website.

## **TREASURER'S REPORT**

In the absence of Treasurer Ann Lopez, Secretary Christine Siegel read the Treasurer's Report for January 2006.

Cash on hand as of January 1, 2006 was \$1,513,568.31. Income as of January 31, 2006 was \$42,095.43. Disbursements as of January 31, 2006 were \$139,638.93. There were no transfers/adjustments. Cash on hand as of January 31, 2006 was \$1,416,034.81.

***Christine Siegel moved to approve the January 2006 Treasurer's Report as presented and approved the payment of the February 15, 2006 bills in the amount of \$55,516.84 and payment of the February 8, 2006 payroll of \$34,976.07 and February 22, 2006 payroll of \$35,494.68. Total February payroll was \$70,470.75. Danny Gaddis seconded the motion.***

William Diaz questioned charges for snow removal, which seemed high. The bills for snow removal for both facilities were reviewed. Christine Siegel questioned the bill from Chase Card Services in the amount of \$157.10 for travel. Jerry Mackay said the amount was for airfare to computer technology conference in Washington D.C. IT Coordinator Mike Pezan will be attending the conference.

***Roll call on the above motion indicated: Ayes—Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, and Christine Siegel. Nays—none. Motion carried.***

Personal Property Replacement tax received to date totaled \$138,094.09. Lockport Township's estimate of funds to be received for fiscal year 2005-2006 was \$218,583.50. Real Estate Tax Levies from 2004 received to date totaled \$1,415,072.37.

## **DIRECTOR'S REPORT**

Jerry Mackay stated the statistics were included in the board packets, and the Prairie Area Library System newsletter was available.

The following points were reviewed:

- Jerry Mackay and three trustees attended the Legislative Reception on January 30, 2006 at Prairie Area Library System. William Diaz, one of the attendees, commented on the fact that library trustees must convey to legislators the needs of library districts. New growth in library districts must be addressed, with issues of bonding authority for districts an important concern. William Diaz felt that Prairie Area Library System staff seemed more concerned with expounding on their own accomplishments, rather than enlightening legislators as to the needs of member libraries.

- The minor roof repair work at the Lockport Library did not alleviate the leaking problem. As the problem is so difficult to identify, further investigation and subsequent repairs are planned.
- Crest Hill Library needs minor concrete repairs to walkways and steps. Any suggestions from the Board regarding reputable companies for such work would be appreciated. Crest Hill also needs some indoor areas painted. Ron Alberico said he would look over the areas to gauge the scope of the work and also recommend someone for the job.
- Both libraries will need the parking lots seal coated and depressions filled.
- There have been several interviews for the part time reference position. By opening the search to include students in MLS programs, the District has received responses to our advertisement. The closing date to received applications is February 28. William Diaz said the option of utilizing MLS students for various positions could also be a future option.
- The Lockport Library will be working on space allocation needs. A new reference desk is needed to seat the reference person on staff and the Circulation Services Professional. The proposed reference desk is modular in nature, so it may be purchased in phases. A diagram is provided for the Board's consideration. William Diaz said price quotes should be provided at the next board meeting, so the Board can vote on the matter. This will be an action item for the March 21, 2006 Regular Board Meeting.
- New chairs must be purchased for the Lockport Community Room. Price quotes will be presented at the March 21, 2006 Regular Board Meeting. This matter will be listed as an action item on the March agenda.
- Both facilities have large Community Room tables that should be refinished. Ronald Alberico and Danny Gaddis will investigate this matter.
- The District will host a Lockport Chamber of Commerce "After Hours" on Thursday, April 24, 2006 from 5:00-7:00 p.m. in the Lockport Community Room. It is recommended all trustees attend, if possible. Board members questioned if any alcoholic beverages could be served. Mr. Mackay will contact the District's attorney regarding this issue. William Diaz suggested the "After Hours" could benefit from a power point presentation and music.
- Replacement costs appraisals for both facilities was quoted as \$2,850 for Lockport and \$1,800 for Crest Hill. The appraiser, Warren Albert, said that the District could save money by not paying for an appraisal, but instead contact another insurance company for a quote. While an insurance company would likely over insure, the cost of over insurance would likely never equal the amount of the

appraisal. The Board suggested Jerry Mackay contact Mike Tierney for assistance with appraisals, and to get another insurance quote for both facilities.

## **OLD BUSINESS – None for consideration**

## **NEW BUSINESS**

### NEW JOB DESCRIPTIONS

Job descriptions for the positions of Circulation Services Professional and Head of Reference, created by Jerry Mackay, were reviewed. Jerry Mackay said he made the job descriptions direct and detailed, as he found the current job descriptions to be somewhat vague and general. The new job descriptions show educational requirements, reporting responsibilities, work schedules, pay grades, and continuing education, and minimum qualifications. The Board thought the new job descriptions were an improvement over existing documents. A typographical error was noted in the spelling of the word responsibilities under “Responsibilities and Duties (Illustrative, not exhaustive)”

*William Diaz moved to approve the job descriptions for the positions of Circulation Services Professional and Head of Reference, with above noted typographical errors to be corrected. Christine Siegel seconded the motion.*

*All voted aye on the above item. Motion carried.*

### PERSONNEL POLICY AMENDMENT

Jerry Mackay said the proposed amendment to the Personnel Policy, section 119. Absences, came as a result of employee issue that has since been resolved. The employee in question resigned, but previous to the resignation, the employee had a problem with attendance and tardiness. The library properly reprimanded the employee, as outlined in the Personnel Policy. The current library policy is lenient regarding absences, as outlined below.

Current disciplinary action for absenteeism/tardiness will be handled in the following manner, unless otherwise noted:

- 1<sup>st</sup> offense: verbal warning of offense, noted and filed.
- 2<sup>nd</sup> offense: Written notice of offense, noted and filed.
- 3<sup>rd</sup> offense: Three days off without pay, noted and filed.
- 4<sup>th</sup> offense: Two weeks off without pay, noted and filed.
- 5<sup>th</sup> offense: Dismissal.

This does not alter the employment-at-will relationship between the employee and the library.

Proposed amendment to the Personnel Policy is as follows:

- 1<sup>st</sup> offense: Verbal warning of offense, noted and filed.
- 2<sup>nd</sup> offense: Written notice of offense, noted and filed.
- 3<sup>rd</sup> offense: One week off without pay, noted and filed.
- 4<sup>th</sup> offense: Dismissal.

This does not alter the employment-at-will relationship between the employee and the library.

The proposed amendment will be posted for thirty days for staff review and considerations/comments. Voting on the proposed amendment will be placed on the March 21, 2006 Regular Board Meeting as an action item.

### **EXECUTIVE SESSION**

*William Diaz moved to go into Executive Session at 7:45 p.m. to discuss real estate issues. Danny Gaddis seconded the motion. All voted aye. Motion carried.*

*William Diaz moved to come out of Executive Session at 7:54 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.*

*Ann Lopez moved to go back into Regular Session at 7:54 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.*

### **ADJOURNMENT**

*William Diaz moved to adjourn the meeting at 7:55 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.*