

**DES PLAINES VALLEY PUBLIC LIBRARY DISTRICT
MAY 16, 2006
REGULAR BOARD MEETING @ 7:00 P.M. @ LOCKPORT**

PLEDGE OF ALLEGIANCE

CALL TO ORDER

President Reno Caneva called the Regular Board Meeting to order at 7:00 p.m. Board members present: Ron Alberico, William Diaz, Danny Gaddis, Jeanne Juricic, Ann Lopez, Christine Siegel, and Reno Caneva. Board member absent: none.

Staff present: Director Jerry Mackay, Assistant Manager Beverly Krakovec, Business Service Professional Debra Chapp, Head of Reference Shannon Pohrte, Children's Services Professional Jane Gardner, Children's Services Professional Patricia Kulesza, Head of Information Technology Michael Pezan, Circulation Services Professional Laureen Guthrie, Head of Technical Services Brandon Swarthout, and Circulation Assistant Jennifer Suva.

PUBLIC COMMENTS

Staff expressed their thanks to Jerry Mackay for his leadership as director, and stated he would be greatly missed.

MINUTES

Danny Gaddis moved to approve the minutes from the April 18, 2006 Regular Board Meeting. Jeanne Juricic 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.

TREASURER'S REPORT

Treasurer Ann Lopez read the Treasurer's Report for April 2006.

Cash on hand as of April 1, 2006 was \$1,202,288.36. Income as of April 30, 2006 was \$62,562.68. Disbursements as of April 30, 2006 were \$138,570.57. Transfers/adjustments totaled \$248.06 for voided checks. Cash on hand as of April 30, 2006 was \$1,126,528.53.

Ann Lopez moved to approve the April 2006 Treasurer's Report as presented and approve the payment of the May 15, 2006 bills in the amount of \$45,963.07 and payment of 1st quarter unemployment payment of \$4,214.00 (for former janitor), payment of the May 3, 2006 payroll of \$36,792.75 and May 17, 2006 payroll of \$36,626.94. Total payroll was \$77,633.69. Christine Siegel seconded the motion.

William Diaz questioned why the amount of \$4,214.00, paid as an unemployment payment for a former employee, was not indicated somewhere on the bill rundown. The figure appeared in the payroll personnel fund, but did not appear on the bill listing. William Diaz said the board should have had some indication that the funds were taken from payroll account #555. Debra Chapp said the payment was made for April 2006, and would appear on the May 2006 Treasurer's Report, with a debit to payroll account #555.

William Diaz questioned how miscellaneous expenses are indicated, and felt that a descriptive note should be included whenever the miscellaneous account was used. This would allow the board a better understanding of what items are being approved for payment. Also the board said that supplies such as coffee, creamer should be placed under account #542-library & office supplies, and not #514-miscellaneous.

The Environmentalist bill for carpet cleaning was questioned. Staff said that each facility has sections of carpeting cleaned on alternate months.

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

Personal Property Replacement tax received to date totaled \$231,450.15. Lockport Township's estimate to be received for FY 2005-2006 is \$218,583.50.

William Diaz pointed out that the Personal Property Replacement Tax and Tax Distribution Report for May 16, 2006 had the wording –“Personal Property Replacement Tax to be received for period beginning July 1, 2006 – June 30, 2006”. Debra Chapp said the date should read July 1, 2005, not July 1, 2006.

William Diaz said it appeared that the District would be receiving more funds than we had anticipated. The District received 103% or \$1,415,072.37 from last year's levied real estate distributions.

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 items were discussed.

Mary Jane Kepner was not available to act as Interim Director. Other options have been investigated, with a recommendation from Jerry Mackay to retain Alex Todd Jr. as the District's Interim Director. Mr. Todd will not conduct a search for a new director. The

District has the option of retaining the services of C. Berger to conduct an executive search.

The District is currently seeking bids for the library's annual audit.

Jerry Mackay provided a new organizational chart for the board's consideration. The chart was not for passage; it did detail a Public Service Manager position that would intercept and handle patron and staff issues that are currently addressed to the director. The individual in this position would also be able to step into the role of library director, if necessary.

OLD BUSINESS

LONG RANGE PLAN

The board reviewed the Village of Romeoville Downtown Master Plan. Questions arose as to how up-to-date this plan was, as many of the dates provided for completion of various aspects of the plan are long past. The plan still has the Romeoville Library located in its present position, and not in a new "town center". William Diaz said he would like to see specifics regarding what the Village of Romeoville requires for a new library in Romeoville. The board said little can be drawn from the plan provided, as they would need to view an updated plan.

The District has not received any further communication from the Village of Romeoville. William Diaz said that the Village of Romeoville should come to the District with a presentation detailing what would be required of a new library facility in Romeoville.

The board had received annexation letters from the Village of Romeoville, but felt that the actual determination of annexation size was very difficult to estimate from the letters. The board's consensus was the size could be approximately 40 acres.

PROPOSED SALARY SCALE FOR FY 2006-7

The board reviewed the proposed salary scale for fiscal year 2006-7, which had been introduced at the April 18, 2006 Regular Board Meeting. The scale presented had a 3.3% cost of living increase.

Jeanne Juricic moved the board accept the proposed salary scale for fiscal year 2006-2007 as presented. Danny Gaddis seconded the motion.

Discussion followed.

William Diaz questioned what did the board last year when this matter was discussed. Jerry Mackay said the board had completely eliminated the government schedule they had been using. They had to place employees within the new pay schedule and because such placements were so varied, did not give across the board increases. The board also

questioned if the pay increase was accurately reflected in the proposed budget, which was going to be reviewed later in the meeting. Jerry Mackay said the figures were correctly incorporated into the budget.

The board then reviewed the proposed working budget, which has roughly a 10% increase overall, with estimated revenue shown to increase approximately 10%. The board commented on the increase in interest revenues due to the fact the District has consolidated funds and placed them in the highest interest bearing accounts available. Impact fees were estimated to be lower in the next fiscal year. Overall the increase in funds should be approximately \$181,000.00. The board also reviewed the various staff categories and the respective budgeted amounts. The proposed pay scale also has merit increases incorporated into the figures, with a step increase totaling 2.25%. Jerry Mackay pointed out not all staff will receive merit increases.

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

NEW BUSINESS

RESIGNATION OF DIRECTOR

Reno Caneva stated the board had received a letter of resignation from Director Jerry Mackay.

William Diaz moved the board accept, with regret, the resignation of Director Jerry Mackay. Danny Gaddis seconded the motion.

All voted aye to approve the motion. Motion carried.

Reno Caneva thanked Jerry Mackay on behalf of the board and the District as a whole, for his service and leadership during his tenure as director. The board also wished him success in his future position. Jerry Mackay's last day with the District will be June 2, 2006.

ELECTION OF OFFICERS

Reno Caneva passed the gavel to Jeanne Juricic.

Jeanne Juricic entertained nominations for the office of President of the Des Plaines Valley Public Library District Board of Trustees.

Ron Alberico nominated Reno Caneva for the office of board president. Ann Lopez seconded the nomination. Jeanne Juricic called for further nominations three times. There were no further nominations.

William Diaz moved that, by acclamation, Reno Caneva be appointed President of the Des Plaines Valley Public Library District Board of Trustees. Danny Gaddis seconded the motion.

Reno Caneva was appointed, by acclamation, to the office of President of the Des Plaines Valley Public Library District Board of Trustees for a term of one year.

Reno Caneva entertained nominations for the office of Vice-President of the Des Plaines Valley Public Library District Board of Trustees.

William Diaz nominated Ron Alberico for the office of vice-president. Jeanne Juricic seconded the nomination. Reno Caneva called for further nominations three times. There were no further nominations.

William Diaz moved that, by acclamation, Ron Alberico be appointed Vice-President of the Des Plaines Valley Public Library District Board of Trustees. Danny Gaddis seconded the motion.

Ron Alberico was appointed, by acclamation, to the office of Vice-President of the Des Plaines Valley Public Library District Board of Trustees for a term of one year.

Reno Caneva entertained nominations for the office of Secretary of the Des Plaines Valley Public Library District Board of Trustees.

Jeanne Juricic nominated Christine Siegel for the office of secretary. Danny Gaddis seconded the nomination. Reno Caneva called for further nominations three times. There were no further nominations.

William Diaz moved that, by acclamation, Christine Siegel be appointed Secretary of the Des Plaines Valley Public Library District Board of Trustees. Ron Alberico seconded the motion.

Christine Siegel was appointed, by acclamation, to the office of Secretary of the Des Plaines Valley Public Library District Board of Trustees for a term of one year.

Reno Caneva entertained nominations for the office of Treasurer of the Des Plaines Valley Public Library District Board of Trustees.

Jeanne Juricic nominated Ann Lopez for the office of treasurer. Danny Gaddis seconded the nomination. Reno Caneva called for further nominations three times. There were no further nominations.

William Diaz moved that, by acclamation, Ann Lopez be appointed Treasurer of the Des Plaines Valley Public Library District Board of Trustees. Danny Gaddis seconded the motion.

Ann Lopez was appointed, by acclamation, to the office of Treasurer of the Des Plaines Valley Public Library District Board of Trustees for a term of one year.

MEETING DATE ORDINANCES

William Diaz moved the board approve Ordinance No. 103 Public Meetings Ordinance of the Des Plaines Valley Public Library District Will County, Illinois for Fiscal Year July 1, 2006 to June 30, 2007, as presented. Christine Siegel seconded the motion.

All voted aye on the motion. Motion carried.

INTERIM DIRECTOR AND DIRECTOR SEARCH

The board reviewed the resume from Alex Todd, prospective interim director. The board felt they would like to meet with Mr. Todd prior to making a decision. To that end, a special board meeting will be set as soon as possible for the interview. Mr. Todd has already stated he will not do a director search. Jerry Mackay said that C. Berger was a search firm that could conduct an executive director search. The board will make a decision regarding the director search after they acquire an interim director.

POLICY CHANGES

Finance Policy—The Finance Policy must be amended to indicate two signatures are required on checks. Before the District can increase its Treasurer’s Bond to \$1,000,000.00, the bonding agent requires two signatures on all checks. The District is raising the Treasurer’s Bond to \$1,000,000.00 to comply with state law, specifically 75 ILCS 16/30-45 (c)—which states “The bond should be based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year.”

The Finance Policy amendment would be made in the following section:

401. Receipts and Disbursements—sub-section (c)—Check(s) shall be signed or facsimile stamped by any two (2) of the following officials:

- Board President
- Board Vice-President
- Board Treasurer
- Board Secretary

William Diaz moved the Finance Policy—section 401—sub-section (c) be amended to include the wording “Check(s) shall be signed or facsimile stamped by any two (2) of the following officials: Board President, Board Vice-President, Board Treasurer, Board Secretary.” Danny Gaddis seconded the motion.

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

Personnel Policy—Section 104—Staff Development. Jerry Mackay believed this section should be clarified in regards to interpretation. As previous directors had interpreted this section to restrict educational assistance funds to those individuals who are pursuing a Library Technical Assistance degree or a Master’s of Library Science degree. Jerry Mackay believed educational assistance should be extended to those individuals who are pursuing a bachelor’s degree as a prerequisite to their Master’s of Library Science degree. The board agreed that formal education was of great value and a bachelor’s degree should qualify for educational assistance funds.

The Personnel Policy amendment would be made in the following section:

104. Staff Development—sub-section (a) Educational Assistance—Second sentence to read: “Educational assistance shall be in the form of tuition reimbursement upon satisfactory completion of courses as approved by the director.”

The last sentence in the section—“Courses taken should be related to library science and should increase the value of the employee to the District” will be stricken.

William Diaz moved the Personnel Policy—section 104—sub-section (a) be amended beginning with the second sentence to read “Educational assistance shall be in the form of tuition reimbursement upon satisfactory completion of courses as approved by the director.” The last sentence in that sub-section would be stricken—“Courses taken should be related to library science and should increase the value of the employee to the District.” Jeanne Juricic seconded the motion.

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

Personnel Policy—Health Insurance

To enable the staff health insurance to be changed from Aetna to Blue Cross Blue Shield, the staff would be required to pay 10% of the premium costs. Presently the District pays 100% of health insurance costs; the change in the Personnel Policy would place that percentage at 90%. This change would become effective July 1, 2006.

William Diaz moved to adopt the following change to the Personnel Policy—Section 121—Health Insurance (a)—“Effective July 1, 2006--All full-time employees can elect to obtain health insurance coverage, with ninety percent (90%) of the premium to be paid by the District.” The last sentence—“Family coverage is available at cost to the employee.” –would remain unchanged. Ann Lopez seconded the motion.

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

POLICY ON LIBRARY DISTRICT TRIPS

The board felt there were many options to explore regarding a District policy regarding programming. William Diaz said the District should always cover all of the expenses that could ensue from any District trips. Such expenses would include not only busses but staff time, insurance, and any fees. The board did not believe trips should be subsidized by the District and that they should have some educational or literary merit.

Jerry Mackay said he will compose a policy on library district trips to be presented at the June Regular Board Meeting.

The board wished this item to be placed on the agenda for the June meeting.

NEW JOB DESCRIPTIONS

Jerry Mackay said he would be willing to write a job description for the library director. Since Jerry Mackay is resigning the position, it would not be a conflict of interest for him to write the job description. The board said they would appreciate this action. The job description for library director will be available at the June 20, 2006 Regular Board Meeting.

The board reviewed the job descriptions presented.

Christine Siegel pointed out the word “professional” was misspelled.

William Diaz moved to accept the job description for Business Services Professional, as presented, with the indicated spelling correction. Christine Siegel seconded the motion.

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

Christine Siegel pointed out that the word “responsibilities” was misspelled.

William Diaz moved to accept the job description for Reference Professional, as presented, with the correction to the word “responsibilities”. Christine Siegel seconded the motion.

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

Christine Siegel moved to accept the job description for Reference Specialist as presented. Danny Gaddis seconded the motion.

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

Jeanne Juricic moved to accept the job description for Circulation Assistant as presented. William Diaz seconded the motion.

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

William Diaz moved to accept the job description for Page/Shelver as presented. Jeanne Juricic seconded the motion.

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

PROPOSED FY 2006-7 BUDGET

The board reviewed the proposed FY 2006-7 working budget. Estimated revenue was reviewed and various accounts discussed. Utilities line items were increased to account for the normal rise in such costs.

Danny Gaddis moved the board adopt the proposed working budget for FY 2006-7, Christine Siegel seconded the motion.

William Diaz questioned what “on-line materials ordering” consisted of. Jerry Mackay said this was an on-line ordering software staff used to purchase books from Baker & Taylor, the District’s main source of print materials.

Printer supplies and maintenance is a new line item that specifically covers just printer items. Previously such items could have been taken from a number of accounts, such as copier supplies.

William Diaz wanted to make sure any increases given to the library director should only be based on merit, and should not be given as part of a “across the board” increase.

William Diaz also wanted to insure there would be sufficient funds to cover the proposed working budget and there would not be a need for any additional levies. Jerry Mackay said there would not be any need for additional levies.

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

EXECUTIVE SESSION

Jeanne Juricic moved to go into Executive Session at 9:10 p.m. to discuss real estate and personnel issues. Danny Gaddis seconded the motion. All voted aye. Motion carried.

Danny Gaddis moved to come out of Executive Session at 9:51 p.m. William Diaz seconded the motion. All voted aye. Motion carried.

Danny Gaddis moved to go back into Regular Session at 9:52 p.m. Jeanne Juricic seconded the motion. All voted aye. Motion carried.

ADJOURNMENT

William Diaz moved to adjourn the meeting at 9:52 p.m. Danny Gaddis seconded the motion. All voted aye. Motion carried.